



**WEST VIRGINIA SECRETARY OF STATE**

**MAC WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

8/16/2021 9:40:20 AM

Office of West Virginia  
Secretary Of State

**NOTICE OF PUBLIC COMMENT PERIOD**

AGENCY: Education TITLE-SERIES: 126-136

RULE TYPE: Legislative Exempt Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (5202)

CITE STATUTORY AUTHORITY: W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451, 376 S.E.2d 839 (1988); and, W. Va. Bd. of Educ. V. Bd. of Educ., 239 W. Va. 705, 806 S.E. 2d 136 (2017)

**COMMENTS LIMITED TO:**

Written

**DATE OF PUBLIC HEARING:**

**LOCATION OF PUBLIC HEARING:**

**DATE WRITTEN COMMENT PERIOD ENDS:** 09/15/2021 4:00 PM

**COMMENTS MAY BE MAILED OR EMAILED TO:**

NAME: Brad A. Fittro, Coordinator

ADDRESS: WVDE Certification Services, Capitol Bldg. 6, Room 550  
1900 Kanawha Blvd., E, Charleston, WV 25305

EMAIL: bfittro@k12.wv.us

**PLEASE INDICATE IF THIS FILING INCLUDES:**

**RELEVANT FEDERAL STATUTES OR REGULATIONS:** No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

**INCORPORATED BY REFERENCE:** No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

PROVIDE A BRIEF SUMMARY OF THE CONTENT OF THE RULE:

Policy 5202 establishes the minimum requirements for the licensure of educational personnel to be employed in the public schools of West Virginia.

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN THE RULE AND A STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE:

Policy 5202 establishes requirements regarding licensure of educators to work in the public schools of West Virginia and as changes occur in education, certification and licensure policy must be revised accordingly to meet these needs. Important terminology is defined, governing principles are identified, and the criteria for issuance of each license and salary classification are established.

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

There will be no economic impact on revenues of state government as a result of the proposed amendment of 126CSR136, Policy 5202.

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

There will be no economic impact on special revenue accounts as a result of the proposed amendment of 126CSR136, Policy 5202.

C. ECONOMIC IMPACT OF THE RULE ON THE STATE OR ITS RESIDENTS:

There will be no economic impact on the state or its residents as a result of the proposed amendment of 126CSR136, Policy 5202.

D. FISCAL NOTE DETAIL:

Effect of Proposal	Fiscal Year		
	2021 Increase/Decrease (use "-")	2022 Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0	0	0
Personal Services	0	0	0
Current Expenses	0	0	0
Repairs and Alterations	0	0	0
Assets	0	0	0
Other	0	0	0
2. Estimated Total Revenues	0	0	0

E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

There will be no economic impact on revenues of state government, special revenue accounts, or the state or its residents as a result of the proposed amendment of 126CSR136, Policy 5202.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Michele L Blatt -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

**West Virginia Department of Education  
Certification Services**

**Policy Process:** ☒ Revision ☐ Repeal and Replace ☐ New

Page 1 of 3

**126CSR136, Policy 5202, Minimum Requirements for the Licensure of  
Professional/Paraprofessional Personnel and Advanced Salary Classifications**

**§126-136-9. General Requirements and Dates Certain for Licensure**

- Added language that coursework from WVDE e-LEARNING must appear on official IHE transcripts to be used for salary purposes.
- Added language that an individual applying for licensure with an out-of-state certificate and five years of experience is exempt from the GPA requirement.

**§126-136-10. Licenses for Professional Educators**

- Revised and added language about the pathways to licensure and types of licenses that will be issued.
- Added language that an individual must have five years of full-time experience to receive a Permanent Teacher, Student Support, or Administrative Certificate.
- Clarified language of management level experience to receive an Administrative Certificate to match the definition in Section 4.
- Clarified language that a Master's Degree transcript is required to receive the Administrative Certification when applying through reciprocity.

**§126-136-11. Permits Issued to Professional Educators**

- Changed the name of the Teacher-In-Residence (TIR) to Clinical Teacher of Record (CTR).
- Added language for individuals that are exempt from holding the Clinical Experience Permit.
- Added language for Non-United States Citizens to obtain a Substitute Permit.
- Moved sections of CTE Permits that were incorrectly listed under CTE licenses.
- Added the exception that individuals who hold the JROTC Authorization or a CTE Certificate are exempt from taking the three courses required by the WVSSAC to obtain the Coaching Authorization, but they must still apply for the authorization.
- Removed the requirement of completing a defensive driving training course due to lack of availability when obtaining a Driver's Education endorsement or authorization.
- CTE requested the removal of the requirement of receiving the employing county superintendent recommendation to receive the Permanent Authorization for CTE Administrator.
- Added the Permanent Authorization for Driver's Education for secondary teachers to receive an endorsement in Driver Education by completing the e-LEARNING coursework and the WVDE program.
- Added the minimum requirement to receive a First-Class/Full-Time Permit in School Counseling to 70% of program completion.
- Clarified language about PRAXIS requirements for individuals seeking the First-Class/Full-Time Permit.

**§126-136-12. Early Childhood Classroom Assistant Teacher (ECCAT) Authorization, ~~and~~  
Paraprofessional Certification and Aide V/VI Assistant Teacher**

- Per current legislative action an Aide V and VI was added.

**§126-136-15. Alternative Routes to Certification**

- Changed language for the name of the Alternative Teaching Certificate to an Initial Provisional Alternative Professional License.

**126CSR136, Policy 5202, Minimum Requirements for the Licensure of  
Professional/Paraprofessional Personnel and Advanced Salary Classifications**

**§126-136-16. Out-of-State Applicants**

- Clarified language that an individual must have five years of full-time experience to receive a Permanent West Virginia Teaching Certificate when presenting an out-of-state Permanent/Lifetime Certificate from another state.
- Clarified language about the Provisional Teaching Certificate.

**§126-136-18. Appropriate Assignments According to License**

- Added the requirement that a CTE Director must hold the authorization endorsed for the Career and Technical Education Administrator.

**§126-136-19. Special Education**

- Clarified language for an individual to receive a Restricted Content Endorsement in Autism.

**§126-136-21. Additional Endorsement(s) for Existing License**

- Changed the name of the Alternative Teaching Certificate to the Alternative Professional License.
- Clarified language that when adding an endorsement based on content proficiency that the individual must complete the exam that effective in current policy.
- Removed the requirement of a Defensive Driving Course to receive an additional endorsement in Driver's Education.

**§126-136-22. Salary Classifications for Educators**

- Clarified language for salary on a CTE Permit or Certificate.

**§126-136-23. Fee Reimbursements and Salary Supplements**

- Changed the word renewal to Maintenance of Certification (MOC) as per NBPTS.
- Changed the word renews to successfully maintains as per NBPTS.

**§126-136-24. Advanced Credentials**

- Added language that the Advanced Placement credential is required when the job posting for the Advanced Placement Teacher requires the credential.

**Impact:** These revisions to Policy 5202 assure appropriate certification of educators for licensure to work in the public schools of West Virginia to meet the needs of all students, as part of the cycle of continuous improvement. The flexibility afforded to districts in attracting and retaining highly effective educators is evidenced in policy revisions.

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**Action:**

- ☒ Release for 30 day public comment
- ☐ Approved by WVBE with effective date of \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel  
and Advanced Salary Classifications**

**List of Stakeholders**

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**West Virginia Department of Education**

**External Stakeholders**

- Fred Albert, President, AFT-WV
- Ben Cummings, Director, Roane-Jackson Technical Center
- Krystal Filipek, Personnel Director, Mercer County
- Ron Pauley, Human Resources Executive Director, Kanawha County
- Ryan Haught, Director, Mid-Ohio Valley Technical Center
- Dale Lee, President, WVEA
- Corey Murphey, Assistant Superintendent, Marshall County
- Margaret Pennington, Personnel Director, Fayette County
- Chanda Perry, Personnel Director, Wayne County
- Troy Ravenscroft, Superintendent, Mineral County
- Justin Schooley, Assistant Superintendent of Human Resources, Berkeley County
- Debbie Smith, Personnel Director, Cabell County
- J.P. Tenney, Principal, Elkins Mountain School
- WV Commission for Professional Teaching Standards
- WV - TEAC

**Internal Stakeholders**

- Susan Beck, Director, Special Education Services
- Michele Blatt, Deputy State Superintendent of Schools
- Janet Bock-Hager, Coordinator, Early and Elementary Learning Services
- Monica DellaMea, Director, Early and Elementary Learning Services
- Timothy Elliot, Coordinator, Career Technical Education Services
- Brad A. Fittro, Coordinator, Certification Services
- Rick Gillman, Director, Career Technical Education Services
- Robert Hagerman, Director, Certification Services
- Christina Haymaker, Coordinator, Certification Services
- Donna Landin, Manager, Office of Teaching and Learning
- Mendy Marshall, Director, Adult Education Services
- Robert Mellace, Coordinator, Educator Development and Support Services
- Julie Morris, Coordinator, Certification Services
- Jodi Oliveto, Coordinator, Educator Development and Support Services
- Melanie Purkey, Federal Programs Officer, Office of Federal Programs and Support
- Carla Warren, Director, Educator Development and Support Services
- Sonya White, Teaching and Learning Officer, Office of Teaching and Learning

TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION

SERIES 136  
MINIMUM REQUIREMENTS FOR THE LICENSURE OF PROFESSIONAL/PARAPROFESSIONAL  
PERSONNEL AND ADVANCED SALARY CLASSIFICATIONS (5202)

**§126-136-1. General.**

1.1. Scope. -- This legislative rule establishes the minimum requirements for the licensure of educational personnel to be employed in the public schools of West Virginia.

1.2. Authority. -- W. Va. Constitution, Article XII, §2, and W. Va. Code §§18-1-1, 18-2-5, 18-4-2, 18-8-1, 18-10E-1, 18A-2-9, 18A-2-12, 18A-3-1, 18A-3-1a, 18A-3-1b, 18A-3-1c, 18A-3-1d, 18A-3-1e, 18A-3-1f, 18A-3-1g, 18A-3-1h, 18A-3-1i, 18A-3-2, 18A-3-2a, 18A-3-3, 18A-3-3a, 18A-3-6, 18A-3-7, 18A-3-10, 18A-3A-2d, 18A-3A-3, 18A-3C-3, 18A-4-1, 18A-4-2a, 18A-4-2b, 18A-4-3, 18A-4-4, 18A-4-7a, 18A-4-8, 18B-1B-1, 18A-4-8e, 29B-1-4, and 30-20A-2.

1.3. Filing Date. -- ~~December 16, 2020.~~

1.4. Effective Date. -- ~~January 15, 2021.~~

1.5. Repeal of Former Rule. -- This legislative rule amends W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (Policy 5202), filed ~~March 12, 2020~~ December 16, 2020, and effective ~~April 13, 2020;~~ January 15, 2021 ~~and repeals W. Va. 126CSR118, Policy 5112, Athletic and Limited Football Trainers in the Public Schools of West Virginia, filed January 9, 2020, and effective February 10, 2020.~~

**§126-136-2. Summary.**

2.1. This policy outlines the minimum requirements for the various licenses approved by the West Virginia Board of Education (WVBE) and issued by the State Superintendent of Schools (State Superintendent), to educators and paraprofessionals who wish to work in West Virginia's public schools. This policy also outlines the qualifications for advanced salary classifications. Important terminology is defined, governing principles are identified, and the criteria for issuance of each license and salary classification are established. Guidance for applying for certification and licensure is provided by the West Virginia Department of Education (WVDE).

**§126-136-3. Purpose.**

3.1. The primary purpose of licensure is to assure the public that educators, paraprofessionals, and others licensed to work in West Virginia's public schools meet established levels of competence to deliver an appropriate and effective educational program to the state's public school students. Licensure requirements established in this policy provide a means of ensuring that persons employed in West Virginia public schools have the necessary knowledge and skills to meet the responsibilities of their professional assignments in instruction, student support, administration, and any other areas of



responsibility for which licensure is required.

3.2. The licensure system defined in this policy supports: the proposition that licensure patterns and specializations should meet the needs of students; and the mobility of qualified educational personnel.

**§126-136-4. Definitions.**

4.1. Academic Major. At least 21 semester hours of coursework from an accredited institution of higher education (IHE) taken in a single content area as identified on the official seal-bearing transcript or verified by the IHE from which the individual received his/her degree. The 21 semester hours of coursework must count toward completion of the degree and shall not include any hours reflecting remedial coursework.

4.2. Advanced Credential. A license awarded to educators upon completion of specific professional learning, coursework, and/or testing. For purposes of demonstrating subject matter competence, the Advanced Credential may include, but not be limited to, Certification by the National Board for Professional Teaching Standards (NBPTS), in content area and/or a master's degree (MA) or doctorate (Ph.D., Ed.D.) in the content area.

4.3. Advanced Salary Classification. The upgrading of an educator's salary classification to bachelor's plus 15 (BA+15), master's (MA), master's plus 15 (MA+15), master's plus 30 (MA+30), master's plus 45 (MA+45), or doctorate.

4.4. Ancillary Requirements. For purposes of implementing the National Association of State Directors of Teaching Education Certification (NASDTEC) Interstate Agreement, ancillary requirements include the following: minimum Grade Point Average (GPA), standardized testing or assessment, Evaluation Leadership Institute (ELI), mentoring, experience and graduation from an accredited IHE.

4.5. Appeal. A written request submitted by an individual for an appeal of denial for cause based on the provisions of section 6.2.g. The appellant shall cite, in writing, the basis for the appeal and shall include evidence supplied by the appellant to support his/her contention.

4.6. Approved Career Technical Education (CTE) Preparation Program. An educational program delivered by a regionally accredited IHE, based upon West Virginia Department of Education (WVDE)-adopted CTE program objectives and other requirements, and which has the endorsement of the WVBE.

4.7. Approved Program. An educational preparation program as defined in W. Va. 126CSR114, Policy 5100, Approval of Educator Preparation Programs (Policy 5100), and W. Va. 126CSR161, Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers (Policy 5901).

4.8. Associate's Degree (AA). An associate's degree from an accredited IHE which has been issued to, or for which the requirements for such have been met.

4.9. Bachelor's Degree (BA). A bachelor's degree from an accredited IHE which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

4.10. Bachelor's Degree plus 15 (BA+15). A bachelor's degree from an accredited IHE plus 15 semester hours of approved coursework from an accredited IHE, approved to offer graduate credit, met by a person who qualifies for or holds a Professional Certificate or its equivalent.

4.11. Beginning Educator. A classroom teacher with less than two years of teaching experience.

4.12. Beginning Educator Internship/Induction. A comprehensive system of support for classroom teachers designed to assist the educator during the first year or two of employment by providing a mentor, academic coach, or other professional support personnel or programs to guide her/him during the transition to a new job assignment and to promote professional growth, in accordance with W. Va. Code §18A-3C-3.

4.13. Board of Education. A legally constituted entity with hiring authority including the WVBE, WVDE, county board of education, or any non-public school or school system in West Virginia. Reference to county board of education as it pertains to licensure is construed to apply to public schools under the supervision of the WVBE or the WVDE.

4.14. Career Technical Education (CTE) Bachelor's Degree plus 15 (BA+15). Completion of the coursework for issuance of the CTE Certificate plus an additional 15 semester hours of approved coursework from a regionally accredited IHE.

4.15. Career Technical Education (CTE) Master's Degree (MA). Completion of the coursework for issuance of the CTE Certificate plus 30 semester hours of approved coursework from a regionally accredited IHE.

4.16. Career Technical Education (CTE) Master's Degree plus 15 (MA+15). Completion of the coursework for issuance of the CTE Certificate plus an additional 45 semester hours of approved coursework from a regionally accredited IHE.

4.17. Career Technical Education (CTE) Master's Degree plus 30 (MA+30). Completion of the coursework for issuance of the CTE Certificate plus an additional 60 semester hours of approved coursework from a regionally accredited IHE. A CTE educator who holds a permanent CTE Certificate and a bachelor's degree shall qualify for the MA+30 salary classification.

4.18. Career Technical Education (CTE) Master's Degree plus 45 (MA+45). Completion of the coursework for issuance of the CTE Certificate plus an additional 75 semester hours of approved coursework from a regionally accredited IHE. A CTE educator who holds a permanent CTE License and has completed a BA+15 semester hours of graduate credit shall qualify for the MA+45 salary classification.

4.19. Clinical Experience Permit. A credential issued to an educator (teacher, administrator, or student support) candidate who is both enrolled and in good standing as part of an in-state or out-of-state approved EPP preparation program, at an accredited IHE. The IHE must hold a current agreement with a West Virginia county board of education for the clinical experience placement. This permit is not required for individuals who hold a valid or expired West Virginia Professional Teaching Certificate, Administrative Certificate, Student Support Certificate, or a valid First-Class/Full-Time Permit, Alternative Teaching Certificate, Provisional Alternative Certificate, Out-of-Field Authorization, Clinical Teacher of Record (CTR), or Clinical Residence Permit.

4.19.a. Individuals may or may not have yet obtained a BA and are required to obtain this permit prior to beginning a clinical experience in a West Virginia public or non-public school as described in Policy 5100.

4.19.b. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure.

~~4.19.c. This permit is not required for individuals who hold a valid or expired West Virginia Professional Tech, or Provisional Teaching Certificate, Administrative Certificate, Student Support Certificate, First Class Full-Time Permit, Alternative Teaching Certificate, Out of Field Authorization, or Teacher in Residence (TIR).~~

4.20. Clinical Teacher of Record. A credential issued to an individual who meets specific requirements of a state-approved preparation program at an IHE that has a current agreement with a county board of education in West Virginia for student placement which has been authorized by the WVBE, has completed required testing, and who may not have yet obtained a BA. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure.

4.21. Community Programs. Those early childhood education services provided in natural environments for children aged three to five. These include, but are not limited to, public or private childcare settings, private preschools, and Head Start. Community programs complement early childhood education services operated directly by county boards of education.

~~4.21~~ 4.22. CTE Concentration. A CTE concentration is the focused study of knowledge and skills required for specific occupations and is reflective of specific endorsement recognized on the credential.

~~4.22~~ 4.23. Conversion. The process of an educator completing requirements to upgrade from one level of certificate to another.

~~4.23~~ 4.24. County Superintendent. The chief administrative officer of a county board of education in West Virginia.

~~4.24~~ 4.25. Day. Calendar day.

~~4.25~~ 4.26. Denial for Cause. A denial based on an applicant's not meeting the criteria for licensure established in the portion of W. Va. Code §18A-3-1j, which indicates that a certificate shall not be issued to any person who is not of good moral character and physically, mentally, and emotionally qualified to perform the duties for which the certification would be granted.

~~4.26~~ 4.27. Doctorate. A doctoral degree from an accredited IHE approved to offer such degrees, which has been issued to, or for which the requirements have been met by, a person who qualifies for or holds a Professional Certificate or its equivalent.

~~4.27~~ 4.28. Duplicate Credit. Credit that covers substantially the same content for which the person has received previous credit.

4.28 4.29. Early Childhood Classroom Assistant Teacher (ECCAT) Temporary Authorization. A person

who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements. (Refer to W. Va. Code §§18A-4-8(36)-(38) and 18A-4-8(71).)

~~4.29~~ 4.30. Early Childhood Classroom Assistant Teacher (ECCAT) Permanent Authorization. A person who has completed the minimum requirements for a state-awarded certificate for ECCAT that meet or exceed the requirements for a child development associate (CDA). Equivalency for the WVDE will be determined as the CDA or the West Virginia Apprenticeship for Child Development Specialists (ACDS). (Refer to W. Va. Code §18A-4-8.)

~~4.30~~ 4.31. Early Childhood Classroom Assistant Teacher (ECCAT) Paraprofessional Certificate. A person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate. (Refer to W. Va. Code §18A-4-8(38).)

~~4.31~~ 4.32. Educator or Professional Educator. Shall mean the same as a teacher as defined in W. Va. Code §18-1-1.

~~4.32~~ 4.33. Endorsement. The specialization(s) and grade levels appearing on any license which designate the program areas to which the holder can be legally assigned within the public schools of West Virginia.

~~4.33~~ 4.34. Experience. A professional assignment consistent with the endorsement(s) identified on the educator's license(s).

~~4.34~~ 4.35. Fee. For purpose of tuition reimbursement only, in accordance with W. Va. Code §18A-3-3a, fee refers to any mandatory cost associated with tuition, as assessed by the IHE, excluding payment for books and supplies.

~~4.35~~ 4.36. Graduate Credit. Graduate level credit earned at an accredited IHE and approved to offer graduate credit.

~~4.36~~ 4.37. Hearing. The part of a session devoted to the taking of evidence or presentation of argument during the Licensure Appeal Panel's adjudication of an appeal.

~~4.37~~ 4.38. Initial License. The first license issued to an individual by the State Superintendent or the WVDE under Policy 5202 or W. Va. Code §18A-3-1.

~~4.38~~ 4.39. Institution of Higher Education (IHE). An accredited college or university. An IHE is accredited by the official accrediting state agency in which the IHE is located, and by one of the regionally accrediting agencies recognized by the Council for Higher Education (CHEA), by one of the National Faith-Related Accrediting Organizations recognized by CHEA and the United States Department of Education (ED), or by the Accrediting Council for Independent Colleges and Schools, to award degrees at stipulated levels (BA, MA, and/or doctorate).

~~4.39~~ 4.40. Instructional Technology or Educational Technology. A research-based, systemic approach to define, understand, design, utilize, implement, manage, and evaluate appropriate educational technology applications, resources, and tools aligned to state-approved content standards for instruction to improve student learning.

~~4.40~~ 4.41. International Credential Evaluation. An official evaluation report of international credentials that provides interpretation of such credentials and determination of the equivalency of educational programs, degrees awarded, and/or grades achieved to international and/or United States standards that demonstrates academic and/or professional achievement based on authentic documents and produced by an international credential evaluation service recognized by the Association of International Credential Evaluators or the National Association of Credential Evaluation Services. For purposes of advance salary classification, the report shall include the number of equivalent semester hours completed.

~~4.41~~ 4.42. License. Any or all of the documents issued by the licensing agency to empower an individual to perform designated services within the public schools of West Virginia.

~~4.42~~ 4.43. Licensing Agency. State Superintendent or WVDE.

~~4.43~~ 4.44. Long-Term Substitute. A licensed educator who temporarily replaces, for more than 30 consecutive instructional days, the person assigned to an educator position.

~~4.44~~ 4.45. Management Level Experience. Work experience related to the public school program in which an individual's assignment is designated as a position of authority with responsibility for regulating the relationships between and among people.

~~4.45~~ 4.46. Master's Degree (MA). A master's degree related to the public schools earned at an accredited IHE approved to offer graduate work, which has been issued to, or the requirements for which have been met, by a person who qualifies for or holds a Professional Certificate or its equivalent.

~~4.46~~ 4.47. Master's Degree plus 15 (MA+15). A master's degree related to the public schools earned in an accredited IHE plus an additional 15 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total 45 semester hours including a master's degree and shall be recognized only in the Professional Certificate or its equivalent.

~~4.47~~ 4.48. Master's Degree plus 30 (MA+30). A master's degree related to the public schools earned in an accredited IHE plus an additional 30 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 60 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

~~4.48~~ 4.49. Master's Degree plus 45 (MA+45). A master's degree related to the public schools earned in an accredited IHE plus an additional 45 semester hours of approved graduate coursework from an accredited IHE. This classification requires a total of 75 semester hours including a master's degree and shall be recognized only on the Professional Certificate or its equivalent.

~~4.49~~ 4.50. Mentor. An experienced classroom teacher who is assigned to assist and support the beginning educator during a beginning educator internship/induction (W. Va. Code §18A-3C-3).

~~4.50~~ 4.51. One Year of Experience. One year of full-time experience for conversion/permanent licensure purposes equals 133 paid days within one school year in an assignment for which the person holds a valid license.

~~4.51~~ 4.52. Performance Assessment. The process whereby a cooperating public school educator and

an IHE faculty member or approved educator preparation program provider staff judge a prospective educator's ability to apply basic professional knowledge and skills in an educational setting using an approved instrument that incorporates WVBE-approved professional education standards.

~~4.52~~ 4.53. Prerequisite Experience for Conversion. An educator's paid professional assignment consistent with the endorsement(s) identified on the educator's Professional Certificate or permissible under these policies.

~~4.53~~ 4.54. Professional Certificate or Equivalent. ~~The A Professional Teaching Certificate, Professional Student Support Certificate, Professional Administrative Certificate, CTE Certificate, Provisional Alternative Certificate, Professional Teaching Certificate, Provisional Teaching Certificate, Provisional Professional Student Support Certificate, Provisional Professional Administrative Certificate, Temporary CTE Certificate, Permit for Non-United-States Citizen, and the Permanent Authorization for School Nurse and/or the Alternative Teaching Certificate in order to work in the public schools of West Virginia.~~

~~4.54~~ 4.55. Professional Commitment. A written agreement signed by an educator to pursue certification in the endorsement area(s) in which he/she is employed.

~~4.55~~ 4.56. Quarter Hour Conversion. Equivalent to two-thirds of one semester hour.

~~4.56~~ 4.57. Related to the Public School Program. For purposes of renewal and advanced salary classification, related to the public school program shall mean: any course offering included in a degree program in the field of education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE and/or the school organization.

~~4.57~~ 4.58. Renewal. The extension of the license's validity period under conditions set forth in ~~these~~ WVBE policies.

~~4.58~~ 4.59. School Year. July 1 through June 30.

~~4.59~~ 4.60. Semester Hour of College Credit. The unit of credit used for renewal of any license and/or advanced salary classification.

~~4.60~~ 4.61. Short-Term Substitute. A licensed educator who temporarily replaces, for 30 or fewer consecutive instructional days, the person assigned to that education position.

~~4.60~~ 4.61.a. Restricted Short-Term Substitute. A licensed educator who temporarily replaces, for 10 or fewer consecutive instructional days, the person assigned to that educational position, for a county with an approved substitute shortage waiver by the State Superintendent.

~~4.61~~ 4.62. Shortage Area. An endorsement area identified by the county superintendent as one in which the county does not have fully certified applicants for a position.

~~4.62~~ 4.63. Specialization. The specific teaching, administrative, or student support services assignment in which an individual may function legally within the public schools of West Virginia. (Refer to Appendix A.)

~~4.63~~ 4.64. Superintendent. The chief administrative officer of a legally constituted entity including a board of education.

~~4.64. Teacher in Residence (TIR) Permit. A credential issued to an individual who meets specific requirements of a state approved EPP at an IHE that has a current agreement with a county board of education in West Virginia for student placement which has been authorized by the WVBE; has completed required testing; and who may not have yet obtained a BA. This permit shall not be considered an initial license since eligible individuals have not completed all program requirements for initial licensure.~~

4.65. Teaching Experience. Full-Time Classroom teaching or student support services experience within the specialization(s) and grade levels reflected on the educator's license in a public or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in 126CSR13C, Policy 2330, Non-public School Accreditation (Policy 2330).

~~4.66. Testing Assessing Secondary Completion (TASC). A high school equivalency exam.~~

~~4.67~~ 4.66. Validity Period. The time period for which a license is valid as reflected by the effective and expiration dates.

~~4.68~~ 4.67. Valid Administrative Experience. Any type of work in which the individual was managing and/or supervising the affairs of an organization, including but not limited to: a(n) alternative school or similar type professional experience; community college or other postsecondary professional experience; county-level administrative experience; Head Start or preschool professional experience; college of education or state education agency professional experience; or professional experience in academic departments of IHE's if there has been sufficient involvement with public school programs and curriculum.

~~4.69~~ 4.68. Valid Out-of-State Certificate. A license to work as a public school teacher, administrator, or Student Support Personnel (as defined in sections 10.4-10.9.h.4) that has not expired, or been surrendered, revoked, or currently suspended.

4.69. WVBE-Approved High School Equivalency Exam. A high school equivalency exam approved by the WVBE.

4.70. West Virginia CTE Endorsement and Testing Manual. A listing of all WVBE-required licensure exams and industry credentials required for educator certification and for completion of WVBE-approved CTE programs leading to West Virginia licensure. This manual is maintained on the WVDE website.

4.740.a When tests, scores, or industry credentials listed in the manual are changed, the validity period for the previously listed test, score, and/or industry credential shall be one year from the effective date of the new test, score, or industry credential.

4.740.ab. Exceptions for tests, scores, or industry credentials shall remain valid for 12 months after completion of an approved program for licensure where the applicant was continuously enrolled

even if the test, score, or industry credential has changed.

~~4.72.~~ 4.71. West Virginia Commission for Professional Teaching Standards (WVCPTS). The official body representative of the educational community that is responsible for reviewing and recommending to the WVBE standards for the licensure of educational personnel; hearing appeals related to licensure; and 3) any other duties related to licensure as assigned by the WVBE.

~~4.73.~~ 4.72. West Virginia Higher Education Policy Commission (WVHEPC). The statewide higher education policy commission as established in W. Va. Code §18B-1B-1.

~~4.74.~~ 4.73. West Virginia Licensure Testing Directory (directory). A listing of all WVBE-required licensure exams for educator certification and for completion of WVBE approved programs leading to West Virginia licensure. This directory is maintained on the WVDE website.

4.743.a. When tests or scores listed in the directory are changed, the validity period for the previously listed test and/or score shall be one year from the effective date of the new test and/or score.

4.743.b. Exceptions for tests and/or scores shall remain valid for 12 months after completion of an approved program for licensure where the applicant was continuously enrolled even if the test and/or score has changed.

~~4.75.~~ 4.74. West Virginia Provisional Alternative Professional Teaching or Student Support Certificate. ~~This A certificate is designed to that~~ provides assurances that the minimum criteria required for certification has been met and is issued for one year and may be renewed twice. A certificate is granted to an individual who: holds a valid West Virginia Statement of Eligibility; or meets prescribed full-time experiences, and/or academic standards from an out-of-state IHE; or holds a valid Alternative Teaching Certificate; and is employed full-time in a West Virginia public school system; and meets the requirements of section 10.

4.75. West Virginia Provisional Teaching Certificate. A professional certificate that may be issued to an individual who meets the prescribed experience and/or academic and professional standards as described in section 10.3-10.3.d.5.

4.76. West Virginia Statement of Eligibility. A statement which allows an individual with an expired out-of-state professional teaching license (valid within the last five years) who has met all requirements of section 9 to seek employment in a West Virginia public school system within approved endorsement area(s). Upon securing employment, the individual may be issued a West Virginia Provisional ~~Professional~~ Teaching Certificate, provided all requirements of section 10.1 have been met.

#### **§126-136-5. Categories of Licenses.**

5.1. Professional Certificate. The Professional Certificate may be issued to an individual who meets prescribed full-time experience and/or academic and professional standards and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated on this license. A Professional Certificate may be issued in teaching, student support services, or administrative specializations.

5.2. Alternative Teaching Certificate. The Alternative Program Teacher Certificate is a teaching



certificate issued by the State Superintendent that authorizes a person to teach while enrolled and participating in a WVBE-approved alternative program for the education of teachers as indicated in 126CSR161, Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers (Policy 5901). The alternative program certificate is issued initially for one year and can be renewed twice for a total of three years.

5.3. Career and Technical Education (CTE) Certificate. The CTE Certificate may be issued to an individual who has acquired prescribed CTE and/or technical skills through specific wage-earning experience and/or WVBE-approved equivalent training as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, and who has been assessed as competent to assume a role in public education in keeping with the specialization(s) and grade levels designated in this license. The CTE Certificate is equivalent to the Professional Certificate for salary purposes only.

5.4. Temporary Career Technical Education (CTE) Certificate. The Temporary CTE Certificate may be issued to an individual who has been offered employment and holds a valid out-of-state CTE certificate but does not hold the required industry-recognized credential and/or testing requirements prescribed for issuance of the CTE Certificate. (Refer to section 10.) The Temporary CTE Certificate may also be issued to an educator who holds a valid West Virginia Professional Teaching Certificate and has been offered employment in a CTE position, provided the individual meets the general criteria for the Initial CTE certificate as specified in section 10.10.b with the exception of passing scores on the required National Occupational Competency Institute (NOCTI) exam(s).

5.5. Permit. The Permit may be issued to an individual who does not meet the requirements for the Professional or CTE Certificate, but who has been determined by the county superintendent to be the most qualified applicant for the position. The Non-United States Citizen Permit may be issued to a Non -United States citizen in accordance with section 17 unless applicant meets the conditions specified in section 17.1.

5.6. Adult Licenses and Adult Permits. The Adult License may be endorsed for Adult Education (formerly Adult Basic Education). The Adult Permit is required only when instructing adults in an adult part-time program for endorsements identified in the West Virginia CTE Endorsement and Testing Manual on the WVDE website, including the endorsements of Public Service Training: Emergency Medical Services (EMS), or Fire Service Training.

5.7. Authorization. The Authorization may be issued to an individual who does not meet criteria for any of the above licenses or who is assigned to a position for which a specialization related to public schools instruction or a public school programs does not exist on the Professional or CTE Certificate. A Temporary or Permanent Authorization that requires a Professional Certificate as a prerequisite shall be valid provided the Professional Certificate remains valid. (Refer to section 11.9.)

5.8. Paraprofessional Certificate. The Paraprofessional Certificate may be issued to an individual who meets prescribed academic or equivalent standards and/or experience to work in a support capacity to assist in the facilitation of instruction and supervision of pupils while under the direction of a professional educator. An educator who holds a valid out-of-state or a valid or expired West Virginia Professional Certificate and is employed as a paraprofessional does not need to hold a Paraprofessional Certificate.

5.9. Provisional Professional Teaching, Administrative, or Student Support Certificate. The Provisional ~~Professional~~ Certificate is a professional certificate and may be issued to an individual who ~~currently~~

~~possesses a valid West Virginia Statement of Eligibility, who meets prescribed experience and/or academic and professional standards from an out of state IHE as described in section 10.1 or a valid Alternative Teaching Certificate, is employed full time in a West Virginia public school system, and meets the requirements of section 15. This certificate is issued for one year and may be renewed twice and is not eligible for additional endorsement based on passing content proficiency exams described in section 21.2.~~

5.9.a Provisional Alternative Certificate. The Provisional Alternative Certificate is a professional certificate and may be issued to an individual who meets prescribed experience and/or academic and professional standards as described in section 15. This certificate is issued for one year and may be renewed twice and is not eligible for additional endorsements based on passing content proficiency exams described in section 21.2.

5.10. Advanced Credential. Advanced Credentials are awarded to educators for completing professional learning, coursework, and/or testing that exceeds the requirements for a professional or CTE certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment.

#### **§126-136-6. Legal Basis for Licensure.**

6.1. WVBE. The education of professional educators in the state shall be under the general direction and control of the WVBE. (W. Va. Code §18A-3-1.) The WVBE, in consultation with the West Virginia Commission for Professional Teaching Standards (WVCPTS), shall adopt standards for the education of professional educators in the state and for the awarding of licenses valid in the public schools of this state.

6.2. State Superintendent of Schools (State Superintendent). In accordance with WVBE policies for the education of professional educators, the State Superintendent may issue licenses valid in this state (W. Va. Code §18A-3-1i through §18A-3-2a).

6.2.a. A county shall employ an applicant for a licensure in good faith on the anticipation that the applicant is eligible for a certificate. If it is later determined that the applicant was not eligible, the State Superintendent may authorize payment by the county board of education to the teacher for time not exceeding three school months or the date of notification of his or her ineligibility, whichever occurs first. (W. Va. Code §18A-3-2.)

6.2.b. Revocation and Suspension of Licenses. The State Superintendent may, after 10 days' notice and upon proper evidence, revoke or suspend the certificates of any teacher, including those certificates that have expired, for any of the following causes: intemperance; untruthfulness; cruelty; immorality; the conviction of a felony or a guilty plea or a plea of no contest to a felony charge; the conviction, guilty plea or plea of no contest to any charge involving sexual misconduct with a minor or a student; or for using fraudulent, unapproved, or insufficient credit to obtain the certificates. For purposes of section 5 of this policy, teacher is defined as set forth in W. Va. Code §18-1-1(g) and shall include any individual holding a license granted pursuant to W. Va. Code §18A-3-2a.

6.2.b.1. In order for any conduct of a teacher involving intemperance; cruelty; immorality; or using fraudulent, unapproved or insufficient credit to obtain the certificates to constitute grounds for the revocation of the certificates of the teacher, there must be a rational nexus between the conduct of the teacher and the performance the teacher's job.

6.2.b.2. Any county superintendent, public school principal, or public charter school administrator who knows of any acts on the part of any teacher for which a certificate may be revoked or for which other actions may be taken in accordance with W. Va. Code §18A-3-6(a)-(c) shall report this together with all the facts and evidence, to the State Superintendent for such action as in the State Superintendent's judgment may be proper.

6.2.b.2.A. The State Superintendent shall periodically ensure the county boards are complying with reporting requirements.

6.2.b.3. A teacher convicted under W. Va. Code §61-8D-3 or §61-8D-5 or comparable statute in any other state, any criminal offense that requires the teacher to register as a sex offender, or any criminal offense which has an element of delivery or distribution of a controlled substance, or pleads guilty to or is convicted under the provisions of W. Va. Code §61-2-1 or has been convicted under any law of the United States or any other state for an offense which has the same elements as those offenses described in W. Va. Code §61-2-1, shall have his or her certificate or licenses automatically revoked. Should the conviction resulting in automatic revocation pursuant to this section be overturned in a Court of this State or the United States, the teacher's certificate shall be reinstated unless otherwise prohibited by law.

6.2.b.4. A teacher shall maintain a professional relationship with all students at all times, both in and out of the classroom. Following a hearing as provided in W. Va. Code §18A-3-6(a), any teacher found to have committed any act of sexual abuse of a student or minor or to have engaged in inappropriate sexual conduct with a student or minor; committed an act of cruelty to children or an act of child endangerment, or solicited, encouraged, engaged in, or consummated an inappropriate relationship with any student, minor, or individual; exploited a student by engaging in any of the aforementioned illegal or inappropriate conduct which then escalated into a relationship with the exploited student within 12 months following that student's graduation; or engaged in grooming a student or minor shall have licensure revoked for a period of time not less than five years.

6.2.b.4.A. For the purposes of licensure action, grooming a student or minor means befriending and establishing an emotional connection with a student or minor, which may include the family of the student or minor, to lower the student's or minor's inhibitions with the objective of committing sexual abuse, child trafficking, child prostitution, the production of child pornography, or any other offense for which a license shall be revoked.

6.2.b.5. The State Superintendent may issue subpoenas and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of allegations against any person subject to licensure by the State Superintendent.

6.2.b.6. The State Superintendent may designate the WVCPTS or members thereof to conduct hearings on permanent revocations, suspensions, or certificate denials and make recommendations for action by the State Superintendent. (W. Va. Code §18A-3-6.)

6.2.b.7. A suspension of the license is a revocation of the same for a fixed period of time.

6.2.b.8. The State Superintendent shall also have the authority to limit certificates, issue letters of admonishment, or enter into consent agreements requiring specific training in order for a teacher to maintain a certificate.

6.2.c. Recall of Licenses. If a certificate has been granted through an error, oversight or misinformation, the State Superintendent may recall the license and make such corrections as will conform to the requirements of law and WVBE policies. (W. Va. Code §18A-3-6.)

6.2.d. Public Database. The State Superintendent shall maintain a public database of individuals who have had adverse action taken against their teaching certificate issued by the State Superintendent. Individuals whose certificates have been suspended or revoked by the State Superintendent are not eligible to be employed by a county board of education or public charter school unless the certificate is subsequently reinstated by the State Superintendent. (W. Va. Code §18A-3-6(f).)

6.2.d.1. All disciplinary actions taken against a license and/or certificate shall be reported to the National Association of State Directors of Teacher Education and Certification (NASDTEC) Clearinghouse.

6.2.e. Reinstatement Procedure Following Suspension of Licenses. A teacher whose certificate has been suspended may apply for reinstatement once conditions for reinstatement imposed by the State Superintendent have been satisfied. If, during the period of suspension, the requirements for the teacher's certification have changed, the teacher must satisfy those requirements before reinstatement.

6.2.e.1. The WVDE shall conduct an investigation to determine whether the teacher has satisfied all requirements for reinstatement and demonstrated a record of rehabilitation i.e., presently possessing the integrity, moral character and competence to resume teaching. If the WVDE determines that all reinstatement requirements including rehabilitation have been met, the State Superintendent may reinstate a teacher's certificate without a hearing.

6.2.e.2. If the WVDE determines that a question exists as to a teacher's fulfillment of all requirements or the record of rehabilitation inclusive of integrity, moral character, and competence to resume teaching, and therefore a hearing is necessary, it shall submit a written report to the Professional Practice Panel of the WVCPTS or a designated hearing officer. The Professional Practice Panel or a designated hearing officer shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher's certificate should be reinstated. If there is a recommendation for reinstatement, the Professional Practice Panel or a designated hearing officer may also recommend that conditions or restrictions be placed upon the reinstated certificate.

6.2.f. A teacher whose certificate has been permanently revoked may not apply for reinstatement or apply for any other endorsement, authorization, or permit issued by the State Superintendent. Any teacher whose certificate was designated as permanently revoked by the State Superintendent prior to August 11, 2014, the effective date of the amendments pertaining to reinstatement in W. Va. 126CSR4, Policy 1340, Rules of Procedure for Administrative Hearings and Appeals (Policy 1340) shall also be ineligible to apply for reinstatement.

6.2.g. Reinstatement Procedure Following Revocation of Licenses. Except in the case of a permanent revocation, a teacher whose certificate has been revoked may apply for reinstatement after the expiration of five years from the effective date of revocation as indicated in the Order of Revocation. If, during the period of revocation, the requirements for the teacher's certification changed, the teacher must satisfy those requirements before reinstatement.

6.2.g.1. The application for reinstatement shall be considered an application for initial license under W. Va. Code §18A-3-10, and the applicant must therefore be fingerprinted for a criminal background check.

6.2.g.2. The WVDE shall conduct an investigation to determine whether the teacher has satisfied all requirements for reinstatement imposed by the State Superintendent and demonstrated a record of rehabilitation, i.e., presently possessing the integrity, moral character, and competence to resume teaching. At the conclusion of its investigation, the WVDE shall submit a written report to the Professional Practice Panel of the WVCPTS or designated hearing officer, which shall conduct a hearing and make a recommendation to the State Superintendent whether the teacher's certificate should be reinstated and, if so, whether conditions or restrictions should be placed upon the reinstated certificate.

6.2.g.3. In determining rehabilitation, the Professional Practice Panel or designated hearing officer shall consider the seriousness of the conduct that caused the revocation.

6.2.h. Hearings and Appeals. An individual whose application for licensure or licensure renewal has been recommended for permanent denial for cause or denial for cause may request an appeal before the Licensure Appeal Panel of the WVCPTS in accordance with Policy 1340. A hearing before the Professional Practice Panel of the WVCPTS is provided to an individual when the WVDE initiates a license revocation proceeding in accordance with Policy 1340.

6.3. The provisions of this policy regarding actions against a teaching license, reporting requirements, and the public database apply to all public school teachers whether employed by a county board of education or the governing board of a public charter school.

#### **§126-136-7. Responsibilities for Licensure.**

7.1. Applicants and licensed individuals shall:

7.1.a. Familiarize Themselves with Licensure Requirements. All educators are responsible for familiarizing themselves with the West Virginia licensure and salary classification requirements and for making application for any licensure/salary classification to which the educator is entitled. Failure to apply for a certificate or an additional endorsement within 12 months from the completion of an approved program may result in additional requirements before the educator can be licensed as indicated in section 10.4.b. It is educators' responsibility to ensure that they hold a license valid for their assignment and that the correct endorsement and/or programmatic level are reflected on such license; and

7.1.b. Consult with County Superintendent or Professional Designee. Each employed educator shall select, in consultation with the county superintendent or professional designee when applicable, the most appropriate coursework to the educator's current or anticipated assignment and long-range professional learning plan.

7.1.c. Complete Renewal Credit/Coursework. The educator is encouraged to complete the coursework for the renewal of the Professional Certificate one year prior to the expiration date of the certificate being renewed.

7.2. The county superintendent shall:

7.2.a. Counsel Employees. The county superintendent or professional designee is encouraged to advise employed educators regarding licensure requirements and inform them concerning their professional responsibility for maintenance of their license, additional endorsements, and/or advanced salary classifications, including the procedures by which these processes are completed. County superintendents or professional designees are encouraged to notify employees at least one year in advance of the date the employee's license(s) must be renewed; and the county superintendent or professional designee shall approve appropriate coursework for renewal purposes; and

7.2.b. Recommend for Licensure. The county superintendent shall recommend, or not recommend, the issuance and renewal of all licenses, as noted, for educators employed by the county board of education in accordance with W. Va. Code §18A-3-2a; and

7.2.c. Report Immorality and Neglect of Duty. The county superintendent shall report any acts referenced in W. Va. Code §18A-3-6 for which a certificate may be revoked, along with all the facts and evidence, as may be proper, for the State Superintendent's judgment; and

7.2.d. Employ and Assign Personnel. The county superintendent shall recommend to the county board of education the most qualified applicant for each instructional, student support service, and administrative position. (W. Va. Code §18A-4-7a.) In addition, the county superintendent shall ensure that all educators holds appropriate licensure for their assignment within the first three months of such employment. If an educator is employed in good faith on the anticipation that the educator is eligible for a license and it is later determined that the educator was not eligible, the county superintendent shall be authorized to pay the educator for a time not exceeding three school months or the date of notification of the ineligibility, whichever shall occur first. (W. Va. Code §18A-3-2.)

7.2.e. Contracted or Cooperative Services. The county superintendent shall assure that an educator providing contracted services or services through a cooperative agreement holds the same licensure required for an educator employed by a county board of education.

7.3. The licensing agency shall:

7.3.a. Notify Applicant of Approval or Denial of Application for Licensure. The licensing agency shall notify, in writing, all applicants regarding the approval or denial of their applications for licensure or salary classification; and

7.3.b. The licensing agency shall provide technical assistance to individuals, county boards of education, and other agencies in understanding and implementing the licensure process; and serve as the repository for all licensure records, documents, and related materials. Applications, transcripts, fees, and other documents submitted for the issuance or maintenance of a license become the property of the licensing agency; and

7.3.c. Waiver Requirements. The State Superintendent shall have the authority to waive licensure requirements in a situation where, after thorough investigation, it is determined that the applicant's knowledge, preparation, and/or experience are adequate to justify such waiver. If the waiver request could result in the extension of a license or the issuance of a new license, the written request must be accompanied by the appropriate application and processing fee. The State Superintendent must state, in writing, the reason(s) for granting or denying such waiver with a copy to be maintained in the applicant's records. If the office responsible for certification and licensure recommends that an application be denied

for cause, the applicant may not request a waiver but may file an appeal pursuant to procedures outlined in Policy 1340.

7.3.d. Waiver Period. The waiver granted by the State Superintendent shall be for a period of only one year unless the State Superintendent finds that a longer waiver is justified. During this one-year period, the applicant must complete all requirements that were waived. Prior to the conclusion of the one year waiver period, the applicant must apply for licensure and will be required to meet all requirements for the licensure to be issued for the remaining period of the license. If the State Superintendent finds that a longer waiver is justified, the reasons must be stated in writing, upon granting the request.

7.3.e. County Board of Education. The county board of education shall send to the WVBE by May 1, annually, a report that includes: available teacher positions in the county, any shortages in subject matter areas in the county, the name of all teachers reduced in force, provided the teacher has permitted the county board of education to submit the teacher's name.

#### **§126-136-8. Teachers and Paraprofessionals in Federally Funded Programs.**

8.1. Effective with the 2017-2018 school year, all teachers and paraprofessionals in federally -funded programs must meet applicable West Virginia state certification and licensure requirements.

#### **§126-136-9. General Requirements and Dates Certain for Licensure.**

9.1. General Requirements. A license to work in the public schools of West Virginia may be granted to an applicant who is: a United States citizen or who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS); of good moral character; physically, mentally, and emotionally qualified to perform the duties to which assigned; and has attained the age of 18 years on or before October 1 of the year in which the license is issued unless otherwise noted. (W. Va. Code §18A-3-2a.)

9.2. Criminal History Record Check. Federal Bureau of Investigation (FBI) Fingerprint Background Check for Initial Licensure. All applicants for initial licensure whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the State Police for a state criminal history record check through the central abuse registry record and then forwarded to the FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for cause in accordance with W. Va. Code §18A-3-2a and §18A-3-10.

9.3. State Analysis for Employment within 90 Days. Upon written consent to the WVDE by the applicant and within 90 days of the state fingerprint analysis, the results of a state analysis may be provided to a county board of education with which the applicant is applying for employment without further cost to the applicant.

9.4. Disclosure Provisions. Information maintained by the WVDE or a county board of education which was obtained for the purposes of W. Va. Code §18A-3-10 is exempt from disclosure as provided by W. Va. Code §29B-1-4. Disclosure or publication of information in a statistical or other form that does not identify the individuals involved or provide personal information is not prohibited.

9.5. **Beginning Educator Internship/Induction.** An educator who receives a Professional Teaching Certificate after January 1, 1992, must successfully complete a Beginning Educator Internship/Induction. An educator who has successfully completed five years of out-of-state teaching full-time experience is exempt from completing the Beginning Educator Internship/Induction. (W. Va. Code §18A-3C-3.)

9.6. **Licensure and Related Fees.** A non-refundable processing fee, established by the WVBE, shall be charged for all applications and request for copies of records. In addition to the processing fee, applicants who apply for an initial license shall be responsible for the current fee charged by the FBI for a fingerprint background check and for a West Virginia Criminal Bureau of Investigation fingerprint background check as required by W. Va. Code §18A-3-10.

9.7. **Dating of Licenses.** All licenses shall be issued and dated in accordance with W. Va. Code and as mandated by other applicable WVBE policies. A county board of education may employ an applicant for a professional educator's certificate in good faith that the applicant is eligible for a certificate for up to three school months, unless otherwise noted or date of notification of the applicant's ineligibility, whichever shall occur first. This three-month period shall begin with the date of hire for that position. The applicant's background check shall be completed and appropriate application and fees for licensure must be received by the WVDE within 10 calendar days of the hire date. All certificates shall expire on June 30 of the last year of their validity irrespective of the date of issuance. (W. Va. Code §18A-3-2.)

9.8. **Expiration Date of Licenses.** All licenses shall be issued and set to expire in accordance with W. Va. Code §18A-3-2a and as mandated by this policy. Refer to individual licensure sections for designated dates.

9.9. **Specializations and Grade Levels.** All licenses shall contain specializations and grade levels in accordance with W. Va. Code §18A-3-2a and as mandated by this policy and Policy 5100. Refer to individual licensure sections or Appendix A for specific designations.

9.10. **Recognition of Degrees and Coursework for Licensure, Renewal, and Advanced Salary Classifications.**

9.10.a. **Dating of Degree Recognition and Advanced Salary Classifications.** Upon successful completion of an advanced degree or additional hours leading to a higher salary classification, the candidate will make application to the WVDE. Upon verification of coursework completed and/or the degree being granted, the new degree/salary classification will be effective on the date that all requirements for the classification were completed not to exceed three months prior to receipt of the appropriate application in the WVDE for any eligible certificate.

9.10.b. **BA.** Only a BA earned from an accredited IHE approved to offer a BA may be recognized for licensure and salary purposes.

9.10.c. **MA.** Only an MA earned from an accredited IHE approved to offer an MA and in a curriculum related to the public school program may be recognized for licensure and salary purposes.

9.10.d. **Doctorate.** Only a doctoral degree earned from an accredited IHE approved to offer a doctorate and in a curriculum related to the public school program may be recognized for licensure and salary purposes. (W. Va. Code §18A-4-1.)



9.10.e. Degrees and Coursework from Non-accredited Colleges. Degrees and/or coursework earned from non-accredited IHEs are not recognized for licensure or salary purposes. An applicant who completed a state-approved program through a non-accredited IHE must complete appropriate degree and approved program requirements from an accredited IHE before licensure may be granted.

9.10.f. Recognition of IHE Credit for Renewal and Salary Purposes. Only unduplicated coursework related to the public school program as defined in section 9.10.g, completed through an accredited IHE, or through the WVDE e-Learning and reflected on an official IHE transcript, and subsequent to the issuance of the license being renewed and within the five-year period immediately preceding the date of application may be used for renewal of a license.

9.10.g. Related to the Public School Program. For purposes of renewal and advanced salary classification, related to the public school program shall mean: any course offering included in a degree program in the field of education; content and/or professional education coursework related to an available licensure; content and/or professional education coursework required for an additional endorsement; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE and/or the school organization.

#### 9.11. Grade Point Average (GPA).

9.11.a. For Issuance of an Original License. A minimum overall GPA of 2.50, unless otherwise noted, or if applicant meets any eligible exemption as listed in the directory maintained on the WVDE website, for all college/university coursework attempted, or a MA with a minimum GPA of 3.00, or a doctorate degree with a minimum GPA of 3.00, or a cumulative GPA of 2.50, that is verified from the recommending IHE is required for issuance of any license requiring a BA or higher with the exception of a 2.00 GPA for the Substitute Permit and the school nurse that is licensed by the West Virginia Board of Examiners for Registered Professional Nurses or Licensed Practical Nurses. Applicants who hold a valid out-of-state teaching certificate with verification of five years of successful full-time experience in a public school in the area(s) of endorsement reflected on such license and in the state the license was issued are exempt from the GPA requirement. The scholastic requirements shall be computed using the 4.0 scale including the discretionary academic forgiveness provisions approved by the higher education governing boards. An individual who holds a MA or higher with a 3.00 GPA meets the GPA requirement, superseding the minimum required for a BA.

9.11.b. For Issuance of Additional Endorsements. For an individual who already holds a West Virginia Professional Certificate, the 2.50 GPA will be required only in the area(s) for which additional licensure is being requested, unless otherwise noted. All required and elective courses completed for the endorsement shall be used in computing the GPA, regardless of the date of completion.

9.11.c. For Extension of Grade Levels on an Existing Endorsement. The applicant shall include only those courses taken after July 1, 1994, to satisfy the 2.50 GPA.

9.11.d. For Renewal of a License. College/university credit completed for the renewal of a license must reflect a 3.00 GPA or approved equivalent.

9.12. State Testing Requirements. All applicants for professional licensure must meet state testing

requirements as required by W. Va. Code §18A-3-2a and as outlined in section 10.4.c and the directory maintained on the WVDE website, including the exemptions indicated in W. Va. Code §18A-3-2a(1)(B) and in section 10.4.c.1. Applicants for CTE licensure must meet testing requirements as outlined in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

#### **§126-136-10. Licenses for Professional Educators.**

10.1. West Virginia Statement of Eligibility may be requested if an individual possesses an expired out-of-state certificate, that has been expired for five years or less at the time of application, and shall be valid for three years. Upon full-time employment in a county school system of West Virginia, the applicant may apply for a West Virginia Provisional ~~Professional~~ Teaching Certificate by meeting the following criteria:

10.1.a. Official recommendation from an accredited IHE or a state education agency verifying that a state-approved EPP preparation program was completed; and verification that a minimum of two years of successful full-time teaching experience was completed within a public school in the state that issued the expired professional teaching certificate; and a copy of an expired, renewable professional teaching certificate issued without restrictions, which expired within five years from the date of application from another state (must be equivalent to a West Virginia Professional Teaching Certificate); and official seal-bearing transcripts reflecting all coursework attempted and degrees earned with the minimum overall cumulative GPA specified in section 9.11; and

10.1.b. Clinical Experience/Student Teaching. Verification of successful completion of a state-approved clinical experience/student teaching experience or equivalent; and the general requirements of section 9 (including the criminal history record check as referred to in section 9.2 and 9.3).

10.2. Validity Period. The West Virginia Statement of Eligibility shall be valid for three school years and shall expire on June 30 of the last year of its validity. If employment is not secured within those three years of validity, individuals may apply for a new statement of eligibility.

~~10.3. Provisional Professional Teaching Certificate General Criteria. A Provisional Professional Teaching Certificate may be issued to a person who has completed and met all requirements of: a) a West Virginia Alternative Certification Program for the Education of Teachers pursuant to Policy 5901, or b) holds a valid West Virginia Statement of Eligibility and has received an offer of employment from a county board of education.~~

10.3. Provisional Teaching Certificate General Criteria. A Provisional Teaching Certificate may be issued to a person who has completed and met all requirements of a state-approved educator preparation program or has satisfied the requirements of W. Va. Code §18A-3-2a.

~~10.3.a. Provisional Certificates shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, in which the holder can be legally assigned within the public schools. Experience gained on the Provisional Professional Teaching Certificate may be used for conversion purposes.~~

10.3.a. The Provisional Teaching Certificate is non-transferable unless the requirements listed in section 10.3.a.2. are met, and shall be endorsed to indicate the specialization(s) and grade levels, identified in Appendix A, in which the holder can be legally assigned within the public schools. Experience gained on the Provisional Teaching Certificate may not be used for conversion purposes.

10.3.a.1. Validity Period. The Provisional Teaching Certificate shall be valid for three years and shall expire on June 30 of the last year of its validity and may be renewed.

10.3.a.2. Applicants who have successfully completed a WVBE-approved Teacher Performance Assessment per Policy 5100 may be issued a transferable Provisional Teaching Certificate.

~~10.3.b. Validity Period. The Provisional Professional Teaching Certificate shall be valid for one school year and shall expire on June 30 of the school year in which it is issued. An educator who completed the West Virginia Alternative Certification Program for the Education of Teachers in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Professional Teaching Certificate valid until June 30 of the following school year. The Provisional Professional Teaching Certificate is valid for a period of one year and may be renewed twice.~~

10.3.b. Conditions for Issuance. The applicant for the Provisional Teaching Certificate must submit evidence of completing criteria described in section 9; if employed, obtain the recommendation from the employing county superintendent except those applying based on a valid statement of eligibility and offer of employment; and

10.3.b.1. WVBE-Adopted Tests. Unless identified as an exemption in section 10.4.c.1, an educator must satisfy the minimum proficiency levels or any identified option as indicated in the directory located on the WVDE website as adopted by the WVBE for:

10.3.b.1.A. the required Pre-Professional Skills Tests in reading, writing, and mathematics; and

10.3.b.1.B. Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required; and

10.3.b.1.C. the Professional Education Test that includes most of the grade levels indicated on the anticipated license or approved nationally-normed teacher performance assessment as indicated in Policy 5100 and in the directory or meet the conditions under section 10.4.d.

~~10.3.c. Conditions for Issuance. The applicant for the Provisional Professional Teaching Certificate must submit evidence of completing criteria described in section 9 and recommendation from the employing county superintendent except those applying based on a valid statement of eligibility and offer of employment.~~

10.3.c. Renewal of Provisional Teaching Certificate. The application for renewal must be:

10.3.c.1. submitted after January 1 of the year in which the license expires; and

10.3.c.2. include six semester hours with a minimum of 3.00 GPA of appropriate college/university coursework or e-Learning coursework through the WVDE and related to the public school program as defined in section 9.10.g; and

10.3.c.3. must have been completed subsequent to the issuance of the provisional Teaching Certificate being renewed; and

10.3.c.4. obtain the recommendation of the superintendent of the county if the applicant is employed.

~~10.3.d. Renewal of Provisional Professional Teaching Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of current employment in a West Virginia county school, satisfactory evaluations pursuant to W. Va. Code §18A-2-12, and the recommendation of the superintendent of the county where the applicant is employed.~~

10.3.d. Conversion of a Provisional Teaching Certificate to an Initial Professional Teaching Certificate. To convert a Provisional Teaching Certificate to an Initial Professional Teaching Certificate, applicants must submit evidence of completing the following criteria:

10.3.d.1. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction (W. Va. Code §18A-3C-3) for classroom teachers or qualifies for exemption as stated in section 9.5; and

10.3.d.2. Successfully completed a nationally-normed Teacher Performance Assessment or applicants admitted into a WVBE-approved EPP prior to July 1, 2021. Passing scores on the Principles of Learning and Teaching (PLT) may be used to satisfy this requirement; and

10.3.d.3. Coursework. Six semester hours with a minimum of 3.00 GPA of appropriate college/university coursework or e-Learning coursework through the WVDE and related to the public school program as defined in section 9.10.g and must have been completed subsequent to the issuance of the Provisional Teaching Certificate to be converted and within the last five years; or hold a minimum of a MA+30 salary classification based on the awarding of a MA; or has reached 60 years of age and presents a copy of the birth certificate or official government-issued documentation; and

10.3.d.4. Experience. Three years of full-time teaching experience under the Provisional Teaching Certificate and in one or more area(s) of endorsement on such certificate in West Virginia; and

10.3.d.5. Successful Evaluations. Successful evaluations for each year taught under the Provisional Teaching Certificate within the West Virginia Educator Evaluation System with an earned performance rating of Emerging or above; and recommendation of the employing county superintendent, multi county CTE administrator, or WVDE West Virginia Schools of Diversion and Transition (WVSDT) Superintendent or designee.

~~10.3.e. Conversion of a Provisional Teaching Certificate to an Initial Professional Teaching Certificate. To convert a Provisional Teaching Certificate to an Initial Professional Teaching Certificate, applicants must submit evidence of completing the following criteria:~~

10.3.e. Provisional Alternative Certificate General Criteria. A Provisional Alternative Certificate may be issued to a person who has completed and met all requirements of: a) a West Virginia Alternative Certification Program for the Education of Teachers pursuant to Policy 5901, or b) holds a valid West Virginia Statement of Eligibility and has received an offer of employment from a county board of education. and endorsed in eligible endorsements as per WVBE-approved alternative programs or reflected on Statement of Eligibility. The Provisional Alternative Certificate is non-transferable.

~~10.3.e.1. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction (W. Va. Code §18A-3C-3) for classroom teachers or qualifies for exemption as stated in section 9.5; and~~

10.3.e.1. Validity Period. The Provisional Alternative Certificate shall be valid for one school year, shall expire on June 30 of the school year in which it is issued, and may be renewed twice. An educator who completed the West Virginia Alternative Certification Program for the Education of Teachers in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Alternative Certificate valid until June 30 of the following school year.

~~10.3.e.2. Coursework. Six semester hours with a minimum of 3.00 GPA of appropriate college/university coursework or e-Learning coursework through the WVDE and related to the public school program as defined in section 9.10.g and must have been completed subsequent to the issuance of the initial Provisional Professional Certificate to be converted and within the last five years; and~~

10.3.e.2. Conditions for Issuance. The applicant for the Provisional Alternative Certificate must submit evidence of completing criteria described in section 9, meet WVBE testing requirements as listed in section 10.3.b.1, and recommendation from the employing county superintendent.

~~10.3.e.3. Experience. Two years of full time teaching experience under the Provisional Professional Certificate and in one or more area(s) of endorsement on such certificate in West Virginia; and~~

~~10.3.e.4. Successful Evaluations. Successful evaluations for each year taught under the Provisional Professional Certificate within the West Virginia Educator Evaluation System, and with an earned performance rating of Emerging or above; and recommendation of the employing county superintendent, multi county CTE administrator, or WVDE West Virginia Schools of Diversion and Transition (WVSDT) Superintendent or designee.~~

10.3.f. Renewal of Provisional Alternative Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of current employment in a West Virginia county school, satisfactory evaluations pursuant to W. Va. Code §18A-2-12, and the recommendation of the superintendent of the county where the applicant is employed.

10.3.g. Conversion of a Provisional Alternative Professional Certificate to an Initial Professional Teaching Certificate. To convert a Provisional Alternative Professional Certificate to an Initial Professional Teaching Certificate, applicants must submit evidence of completing the following criteria:

10.3.g.1. Beginning Educator Internship/Induction. Successful completion of a Beginning Educator Internship/Induction (W. Va. Code §18A-3C-3) for classroom teachers or qualifies for exemption as stated in section 9.5; and

10.3.g.2. Coursework. Six semester hours with a minimum of 3.00 GPA of appropriate college/university coursework or e-Learning coursework through the WVDE and related to the public school program as defined in section 9.10.g and must have been completed subsequent to the issuance

of the initial Provisional Alternative Professional License to be converted and within the last five years; and

10.3.g.3. Experience. Three years of full-time teaching experience under the Provisional Alternative Professional License and in one or more area(s) of endorsement on such certificate in West Virginia; and

10.3.g.4. Successful Evaluations. Successful evaluations for each year taught under the Provisional Alternative Professional License within the West Virginia Educator Evaluation System, and with an earned performance rating of Emerging or above; and recommendation of the employing county superintendent, multi county CTE administrator, or WVSDT Superintendent or designee.

~~10.4. Initial Professional Teaching Certificate General Criteria. An Initial Professional Teaching Certificate may be issued to a person who has completed: the minimum of a BA or an MA as specified in Appendix A through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; and the tests specified in section 9.12; and the conditions for issuance identified in section 10.4.b. An Initial Professional Teaching Certificate may be issued in the teaching specializations identified in Appendix A. The Initial Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.~~

10.4. Initial Professional Teaching Certificate General Criteria. An Initial Professional Teaching Certificate may be issued to a person who has the minimum of a BA or an MA as specified in Appendix A through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11 and who has completed the requirements listed in section 10.3.d, or holds a valid out-of-state license and has completed a minimum of three years of successful teaching experience in a public school within the last seven years in the area for which licensure is being sought and in the state where the license was issued. An Initial Professional Teaching Certificate may be issued in the teaching specializations identified in Appendix A. The Initial Professional Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.4.a. Validity Period. The Initial Professional Teaching Certificate shall be valid for three school years and shall expire on June 30 of the last year of its validity.

~~10.4.b. Conditions for Issuance. The applicant for an Initial Professional Teaching Certificate must submit evidence of completing the following criteria: successful completion of an accredited IHE's state approved program and the recommendation of the designated official at the IHE through which the program was completed; or meet the guidelines for out of state applicants in section 16; or meet the guidelines for conversion of a West Virginia Provisional Professional Teaching Certificate to an Initial Professional Teaching Certificate in section 10.3.e; or hold a valid certificate from the NBPTS in a specialization comparable to those listed in Appendix A; and~~

10.4.b. Conditions for Issuance. The applicant for an Initial Professional Teaching Certificate must submit evidence of meeting criteria in section 10.4 or meet the guidelines for out-of-state applicants in section 16; or meet the guidelines for conversion of a West Virginia Alternative Provisional Certificate or a Provisional Teaching Certificate to an Initial Professional Teaching Certificate in section 10.3.d or 10.3.h; or hold a valid certificate from the NBPTS in a specialization comparable to those listed in Appendix A; and

10.4.c. WVBE-Adopted Tests. Unless identified as an exemption in section 10.4.c.1, an educator must satisfy the minimum proficiency levels or any identified option as indicated in the directory located on the WVDE website as adopted by the WVBE for the required Pre-Professional Skills Tests in reading, writing, and mathematics; and Content Specialization Test(s) for each specialization for which licensure is requested, if a test is required; and the Professional Education Test that includes most of the grade levels indicated on the anticipated license or approved teacher performance assessment as indicated in Policy 5100 and in the directory or meet the conditions under section 10.4.d.

10.4.c.1. Exemptions. A list of exemptions are included in the directory located on the WVDE website.

10.4.d. Validity of Test Scores. The validity period for in-state and out-of-state tests and passing scores is 10 years from the date on which the candidate passed the examination if such tests were the tests required in the WVBE policy (or out-of-state policy if applicable) effective at the time the tests were taken. In those circumstances where the WVBE has not altered either the required test or the passing score, the test and score shall remain valid beyond the ten-year period for initial licensure only. A candidate whose test scores exceed the ten-year validity period at the time of application for licensure, where the test or test scores have changed, is required to satisfy current tests and passing scores.

10.4.d.1. Exemption. All passing scores from previously WVBE-required pre-professional skills exams may be used beyond the ten-year limit and may be used to satisfy the pre-professional skills requirement.

10.4.e. Failure to Apply for Licensure. A candidate who fails to apply for licensure within 12 months from the completion of an approved program for licensure is required to satisfy any current and additional test requirement(s) and program components in effect at the time of application and to comply with conditions outlined for the validity period.

10.4.f. Tests Required for New Specializations on a Professional Certificate. Candidates who wish to add a new specialization to their Professional Teaching Certificate ~~is~~ are required to satisfy the content test requirement, if a test is required. Applicants who hold a valid professional certificate are exempt from pre-professional and professional tests.

#### 10.5. Professional Certificate Renewal.

10.5.a. Renewal of any Professional Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of completing the following criteria:

10.5.a.1. Coursework. For a renewed certificate valid for three or five years as applicable:

10.5.a.1.A. six semester hours of eligible college/university coursework related to the public school program as defined in section 9.10.g reflecting a minimum of a 3.00 GPA, or relevant to a MA in a curriculum related to the public school program, or related to improvement of instruction and the applicant's current endorsement area(s), needed to qualify for an additional endorsement, or credit prescribed by the county as a result of an applicant's evaluation; or

10.5.a.1.B. two eligible WVDE e-Learning courses related to the public school program;

and

10.5.a.1.C. all coursework must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application. WVDE e-Learning certificates are not eligible for advanced salary classification; or

10.5.a.1.D. hold a minimum of a MA+30 salary classification based on the awarding of a MA; or has reached 60 years of age and presents a copy of the birth certificate or official government-issued documentation.

10.6. Coursework. For a renewed certificate valid for one year:

10.6.a. three semester hours of eligible college/university coursework related to the public school program as defined in section 9.10.g reflecting a minimum of a 3.00 GPA, or relevant to a MA in a curriculum related to the public school program, or related to improvement of instruction and the applicant's current endorsement area(s), needed to qualify for an additional endorsement, or credit prescribed by the county as a result of an applicant's evaluation; or

10.6.b. one eligible WVDE e-Learning course related to the public school program; and

10.6.c. all coursework must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application. WVDE e-Learning certificates are not eligible for advanced salary classification.

10.6.c.1. Recommendation. If the candidate is currently employed by a county board of education, multi-county CTE center, or WVSDT, the candidate must receive the recommendation of the employing county superintendent. If the educator is not employed by a county board of education, then the educator must secure a recommendation from the educator's most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, the candidate must submit recommendation from the current employer or community leader.

10.6.d. Professional Five-Year Teaching Certificate. The applicant for licensure must submit evidence of completing the following criteria: successful completion of a Beginning Educator Internship/Induction (W. Va. Code §18A-3C-3) for classroom teachers, unless the applicant has completed five years of full-time teaching experience while holding a valid professional certificate in a public school in another state or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in ~~126CSR13C, Policy 2330, Nonpublic School Accreditation (Policy 2330)~~, or was initially licensed in West Virginia prior to January 1, 1992; and

10.6.d.1. Teaching Experience. Two years of full-time teaching experience, one of which must be completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE -approved accreditation agency as prescribed in Policy 2330, within one or a combination of the endorsements on the initial professional certificate; and

10.6.d.2. College/university or eligible WVDE e-Learning Coursework. Six semester hours of appropriate college/university coursework related to the public school program reflecting a 3.00 GPA or two eligible WVDE e-Learning courses as defined in section 9.10.g and section 10.5.a unless the applicant



holds a minimum of an MA+30 salary classification based on the awarding of an MA. The coursework for conversion must have been completed subsequent to the issuance of the certificate being sought to be converted and within the five-year period immediately preceding the date of application.

10.6.d.3. Renewal of Five-Year Teaching Certificate. Meet criteria as indicated in section 10.5; and

10.6.d.4. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.6.d.5. Validity Period. The Professional Teaching Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.7. Permanent Professional Teaching Certificate. The applicant for licensure must submit evidence of completing the following criteria: hold or be eligible for the Professional Teaching Certificate valid for five years; and hold an MA related to the public school program as defined in section 9.10.g; and complete five years of educational full-time experience including two within the specialization(s) for which the permanent certificate is requested and one year must be completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330; or

10.7.a. Hold a valid Professional Teaching Certificate issued for five years; ~~and~~ or hold a five-year Professional Teaching Certificate that has been renewed one time for the full five-year period; and six semester hours of appropriate renewal credit reflecting a 3.00 GPA or eligible WVDE e-Learning coursework, or a minimum of an MA+30 salary classification based on the awarding of an MA, or age 60; or obtain certification through the NBPTS and complete five years of educational full-time experience including two within the specialization(s) for which the permanent certificate is requested and one year must be completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330; or

10.7.b. Hold a Valid out-of-state certificate that reflects permanent status by the issuing state, verification of a minimum of five years of full-time teaching experience in the endorsement area(s) listed on the valid license and in a public school setting, and which is verified by the appropriate licensing agency or system (refer to section 16.2); and

10.7.c. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.7.d. Validity Period. The Permanent Professional Teaching Certificate shall remain valid unless surrendered, suspended, or revoked.

10.8. Administrative Certificate.

10.8.a. Provisional Administrative Certificate General Criteria. A Provisional Administrative Certificate may be issued to a person who has completed: the minimum degree specified in Appendix A through an accredited IHE or an equivalent degree through an IHE in a foreign country; the general requirements specified in section 9; the minimum GPA specified in section 9.11; and three years of management level experience as defined in section 4 or teaching experience. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia school system and may perform observations with the online Initial ELI, but is unable to perform evaluations until

they hold an Initial Professional Administrative Certificate.

10.8.a.1. The Provisional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or General Supervisor of Instruction and shall indicate the specialization(s) and grade levels in which the holder may be assigned within the public schools.

10.8.a.2. Experience gained on the Provisional Administrative Certificate may be used for conversion purposes.

10.8.a.3. The Provisional Administrative Certificate is issued to an administrator who graduates from an educational leadership program from a regionally accredited IHE, or who is transferring a credential from another state or country with a valid, renewable professional certificate.

10.8.a.4. Validity Period. The Provisional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last day of its validity.

10.8.a.5. Renewal of a Provisional Administrative Certificate. The application for renewal must be submitted after January 1 of the year in which the licensure expires. The applicant for licensure must submit evidence of satisfying the following:

10.8.a.6. Renewal Coursework. Meet criteria as indicated in section 10.5.a; and

10.8.a.6.A. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.8.b. Initial Professional Administrative Certificate.

10.8.b.1. General Criteria. An Initial Professional Administrative Certificate may be issued to a person who has completed: the minimum degree specified in Appendix A through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; three years of management level as defined in section 4 or teaching experience; the Comprehensive ELL in evaluation skills offered through WVDE or equivalent training approved by the WVBE; and employment as an Administrator, Supervisor of Instruction, or Superintendent in a West Virginia school system within 90 days of employment, and the conditions for issuance identified in section 10.8.b.4.

10.8.b.2. The Initial Professional Administrative Certificate shall be endorsed for Superintendent, Principal, and/or Supervisor General Instruction and shall indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.8.b.3. Validity Period. The Initial Professional Administrative Certificate shall be valid for five school years and shall expire on June 30 of the last year of its validity. An educator who graduates in December, or whose Professional Administrative Certificate is effective on or after January 1, may be issued an Initial Professional Administrative Certificate valid for a maximum of 66 months.

10.8.b.4. Conditions for Issuance. The applicant for licensure must submit evidence of completing the following criteria:

10.8.b.4.A. State-Approved Program. Successful completion of an IHE's state-approved educational leadership program and the recommendation of the designated official at the IHE through

which the program was completed; or

10.8.b.4.B. Out-of-State Licensure. For those educators who hold a valid out-of-state Administrative Certificate, the applicant needs only to present official transcripts reflecting required MA degree from a regionally accredited IHE and a copy of the educator's valid out-of-state Administrative Certificate to be licensed, or present a letter of eligibility from the other state's licensing agency in-lieu-of the IHE recommendation provided that the educator has completed the ELI and three years of management level as defined in section 4 or teaching experience and hold or be eligible to hold a West Virginia Professional Teaching Certificate and present official transcripts reflecting required MA degree from a regionally accredited IHE. The out-of-state Administrative Certificate must be in the specialization for which West Virginia licensure is available and requested (refer to section 16 for more information on out-of-state certification); or

10.8.b.4.C. Out-of-State Graduate not Licensed. In addition to the general criteria in section 10.8.b.1, the educator must satisfy the minimum proficiency level, as adopted by the WVBE, on the content specialization test in educational leadership unless the applicant meets one of the exemptions specified in section 10.4.c.1. Required scores are identified in the directory located on the WVDE website.

10.8.c. Renewal of any Professional Administrative Certificate. The application for renewal must be submitted after January 1 of the year in which the license expires. The applicant for licensure must submit evidence of completing the following criteria:

10.8.c.1. College/University Coursework. Renewal Coursework. Meet criteria as indicated in section 10.5.a; and

10.8.c.2. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.8.d. Permanent Professional Administrative Certificate. In order to convert the Initial Professional Administrative Certificate to the Permanent Professional Administrative Certificate, the applicant for licensure must submit evidence of completing the following criteria:

10.8.d.1. Five years of educational experience, two years of which must be in any or a combination of the specializations reflected on the Professional Administrative Certificate, and one year of which must be completed in a West Virginia public school or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330; or

10.8.d.2. Any candidate for superintendent, assistant superintendent, or associate superintendent who possesses an earned doctorate from an accredited institution of higher education and either has completed three successful years of teaching in public education or has the equivalent of three years of experience in management or supervision as defined by WVBE policy, after employment by the county board of education and completion of the face-to-face Evaluation Leadership Institute shall be granted a permanent administrative certificate and shall be a licensed county superintendent; and

10.8.d.3. Recommendation. The candidate must receive the recommendation of the employing county superintendent or county board president if employed as county superintendent.

10.8.d.4. Validity Period. The Permanent Professional Administrative Certificate shall continue to be valid unless surrendered, suspended or revoked.

## 10.9. Professional Student Support Certificate.

10.9.a. Professional Provisional Student Support Certificate. Must meet criteria as indicated in section 9 and 10.3 or 10.9.h.2, with the exception of the beginner educator internship/induction.

10.9.a.1. School Counselor. The Initial Professional Student Support Certificate valid for three years is issued for School Counselor to an applicant who meets the following criteria: MA in Counseling from an accredited IHE; and successful completion of an accredited School Counseling Program; or holds a valid out-of-state license endorsed in school counseling, holds a MA in Counseling from an accredited IHE, has completed a minimum of three years of successful experience in a public school within the last seven years in counseling and in the state where the license was issued. Applicants who do not meet the experience requirement may be issued a Provisional Certificate.

10.9.a.2. School Nurse. A Professional Student Support Certificate is issued to eligible applicants for School Nurse. The Initial Professional Student Support Certificate valid for three years is issued for School Nurse to an applicant who meets the following criteria: BA or MA in nursing from an accredited IHE, holds a valid Registered Nurse (RN) license issued by the West Virginia Board of Examiners with review and approval of disciplinary action or holds a valid RN license from a compact state, and successfully completed an accredited School Nursing Program, holds a valid national certificate in school nursing from the National Board of Certification of School Nurses (NBCSN), or holds a valid national certification in an area recognized by WVDE for school nurses that includes but is not limited to: school nurse practitioner, pediatric nurse practitioner, family nurse practitioner, clinical specialist in community health nursing, clinical specialist in child and adolescent psychiatric and mental health nursing, or advanced nursing administration.

10.9.a.3. Exceptions. A School Nurse who obtained NBCSN certification prior to a BA being required, may hold an Associate's degree to meet the degree requirement in section 9.a.2 or a School Nurse who is employed on a Full-Time/First Class Permit (refer to section 11.1.e) is not required to have a minimum of a BA for issuance of the original Permit. Evidence of a valid RN license issued by the West Virginia Board of Examiners is required with review and approval of disciplinary action.

10.9.a.4. A School Nurse who is employed on a Full-Time/First Class Permit (refer to section 11.1.e) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

10.9.b. School Psychologist. A Professional Support Certificate is issued to eligible applicants for School Psychologist who complete an approved School Psychologist ~~MA in a field related to education~~ from an accredited IHE.

10.9.c. Speech Language Pathologist (SLP). A Professional Student Support Certificate is issued for eligible applicants for SLP.

10.9.c.1. Exception for SLP (Refer to section 10.9.d ~~h~~.)

10.9.c.2. The Initial Professional Student Support Certificate valid for three years is issued for SLP to an applicant who earns an MA by completing an approved program in SLP from an accredited IHE.

10.9.d. Professional Student Support Certificate. Attendance Director. A Professional Support Certificate is issued to eligible applicants for Attendance Director. Unless the individual meets the exception as outline in W. Va. Code §18-8-3. The initial Professional Student Support Certificate valid for three years is issued for Attendance Director to an applicant who completes an approved Social Services and Attendance Program from an accredited IHE.

10.9.e. Renewal of Professional Student Support Certificate: Renewal Coursework. Meet criteria as indicated in section 10.5.

10.9.e.1. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.9.e.2. Exception. School Nurse applicants with an expired certificate and with an offer of employment who have been working in the nursing field for the previous academic year may receive a one-year authorization to meet the requirements for renewal of the Professional Student Support Certificate with verification from the entity where the applicant was employed in a nursing capacity.

10.9.f. Professional Five-Year Student Support Certificate. The applicant for licensure must submit evidence of completing the following criteria:

10.9.f.1. College/University Coursework. Six semester hours of appropriate college/university reflecting a 3.00 GPA or WVDE e-Learning coursework and related to the public school program as defined in section 9.10.g, unless the applicant holds a minimum of a MA+30 salary classification based on the awarding of an MA. The coursework for conversion must have been completed subsequent to the issuance of the certificate being converted and within the five-year period immediately preceding the date of application; and two years of full-time experience, one of which must be completed in West Virginia within one or a combination of the endorsements on the Initial Professional Student Support Certificate; or

10.9.f.2. Renewal Coursework. Meet criteria as indicated in section 10.5.a.

10.9.f.3. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.9.f.4. Validity Period. The Professional Student Support Certificate valid for five years shall expire on June 30 of the last year of its validity.

10.9.g. Permanent Professional Student Support Certificate. The applicant for licensure must submit evidence of completing the following criteria: hold or be eligible for the Professional Student Support Certificate valid for five years; and hold a MA related to the public school program as defined in section 9.10.g; and complete five years of educational full-time experience including two within the specialization(s) with one year in a school system in West Virginia or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330 for which the permanent certificate is requested; or

10.9.g.1. Out-of-State Candidates (refer to section 16 for criteria); or

10.9.g.2. Hold a Professional Student Support Certificate valid for five years; and

10.9.g.3. One Renewal. Renew the Professional Student Support Certificate valid for five years once based on: six semester hours of appropriate renewal credit reflecting a 3.00 GPA or WVDE e-Learning courses; or a minimum of an MA+30 salary classification based on the awarding of an MA; or age 60; or obtain certification through the NBPTS and complete five years of educational full-time experience including two within the specialization(s) with one year in a school system in West Virginia or in a non-public school that has been accredited through a WVBE-approved accreditation agency as prescribed in Policy 2330 for which the permanent certificate is requested; and

10.9.g.4. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.9.g.5. Validity Period. The Permanent Professional Student Support Certificate shall remain valid unless surrendered, suspended, or revoked.

10.9.h. SLP without a license issued to practice in a public school setting must obtain a verification from the IHE where the Speech Language Pathologist (SLP) preparation program was completed (MA); obtain verification of completion of a practicum/clinical experience in the pre-k-12 setting; provide a copy of the valid SLP certificate from a state agency that issued the SLP certificate; hold a valid West Virginia Board of Examiners in Speech Pathology and Audiology license; hold valid national certification by the American Speech-Language-Hearing Association (ASHA); submit official seal bearing transcripts reflecting all degrees earned, submit passing scores on current Praxis exam as outlined in the directory, or meets the criteria in section 10.9.h.2; and complete a West Virginia State Police and FBI background check pursuant to W. Va. Code §18A-3-10 and section 9.

10.9.h.1. Required Exam. Applicants who hold valid national certification by ASHA who took the Praxis exam required by ASHA at the time the national certification was obtained are exempt from meeting the required WVBE exam effective in the directory at the time of application.

10.9.h.2. Applicants without pre-k-12 practicum/clinical experience. A Provisional Student Support Certificate for SLP may be issued to a person who has completed all of the requirements as outlined in section 10.9.a except verification of completion of a practicum/clinical experience in the pre-k-12 setting. In lieu of practicum/clinical experience, applicants must provide verification of a minimum of one year of experience working with pre-k-12-age students in the state that issued the SLP license.

10.9.h.3. Validity Period. The Provisional Student Support Certificate shall be valid for one school year and shall expire on June 30 of that school year. An educator who graduates in December or whose Provisional Certificate is effective on or after January 1 may be issued a Provisional Certificate valid until June 30 of the following school year. The Provisional Certificate is valid for a period of one year and may not be renewed.

10.9.h.4. Conversion of a Provisional Student Support Certificate. Applicants must provide evidence of a minimum of one year of full-time or contracted services experience working in a West Virginia public school as an SLP with successful evaluations.

#### 10.10. Career and Technical Education (CTE) Certificate.

10.10.a. Temporary CTE Certificate. A non-renewable Temporary CTE Certificate may be issued to an educator who holds a valid out-of-state CTE Certificate, has been offered employment and is seeking

West Virginia licensure, provided the educator meets the general criteria for the Initial CTE certificate as specified in section 9.10 with the exception of the required industry recognized credentials and/or passing scores on required tests. A non-renewable Temporary CTE Certificate may be issued to an educator who holds a valid West Virginia Professional Teaching Certificate and has been offered employment, provided the educator meets the general criteria for the Initial CTE certificate as specified in section 9 with the exception of passing scores on the required NOCTI exam(s). To upgrade this license to the CTE Certificate, the educator must acquire the required industry recognized credentials, pass all required tests, and apply for initial licensure.

10.10.a.1. Validity Period. The Temporary CTE Certificate valid for one year shall expire on June 30 of the year of its validity.

10.10.b. Initial CTE Certificate may be issued to a person who holds a high school diploma, state-approved high school equivalency, or a degree, as prescribed by the West Virginia CTE Endorsement and Testing Manual, through an accredited IHE; and has completed: the general requirements specified in section 9; the work and training experience specified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; the tests specified in section 9.12; and the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and the appropriate conditions for issuance identified in section ~~89~~ 9. A CTE Teaching Certificate may be issued in the CTE specializations identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website. The CTE Teaching Certificate shall be endorsed to indicate the specialization(s) and grade levels in which the holder can be legally assigned within the public schools.

10.10.b.1. Validity Period. The CTE Certificate shall be valid for no more than five years and shall expire on June 30 of the last year of its validity.

10.10.b.2. Conditions for Issuance. The applicant for licensure must submit evidence of completing the following criteria: successful completion of ~~an EPP~~ state-approved CTE preparation program with a minimum 2.50 GPA and the recommendation of the designated official at the IHE through which the program was completed; or a valid West Virginia Professional Teaching Certificate with verification of the required years of work experience by the current or former employer(s) as defined in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; or a valid Out-of-State CTE Certificate in the specialization(s) for which West Virginia licensure is requested and three years of successful out-of-state experience as an educator within the seven years immediately preceding the date of application; and

10.10.b.2.A. Industry Recognized Credentials. For each CTE area of specialization, the alternatively certified teacher hired after June 18, 2003, must: hold and maintain the industry recognized credential when such credential exists; and attain additional certification or endorsements required by the credentialing agency for the program of study in which the alternatively certified teacher is currently teaching (refer to the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website); and passage of the written and performance sections of the content specialization tests identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and

10.10.b.2.B. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.10.c. Renewal of the CTE Certificate. The applicant for licensure must submit evidence of

completing the following criteria: six semester hours of appropriate college/university coursework reflecting a 3.00 GPA related to the public school program, as defined in section 9.10.g, or e-Learning courses through the WVDE. The coursework must have been completed subsequent to the issuance of the certificate being renewed and within the five-year period immediately preceding the date of application; or hold a minimum of an MA and a minimum of a salary classification (professional or vocational) of an MA+30; or has reached 60 years of age and presents a copy of the birth certificate or official government issue documentation; and

10.10.c.1. Industry Recognized Credentials. A valid industry credential is required for renewal of the CTE Certificate as prescribed by the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and

10.10.c.2. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.10.d. Permanent CTE Certificate. The applicant for licensure must submit evidence of completing the following criteria: hold or be eligible for the CTE Certificate valid for five years; and hold an earned MA related to the public school program as defined in section 9.10.g; and complete five years of professional educational experience including two within the specialization(s) for which the permanent certificate is requested; or hold a CTE Certificate valid for five years; and renew the CTE Certificate valid for five years once based on: six semester hours of appropriate renewal credit reflecting a 3.00 GPA; or a minimum of an MA+30 salary classification based on the awarding of an MA; or age 60; and

10.10.d.1. Recommendation. Must meet criteria as indicated in section 10.6.c.1.

10.10.d.2. Validity Period. The Permanent CTE Certificate shall remain valid unless surrendered, suspended or revoked.

10.10.e. Additional Endorsements for Existing Career Technical Education (CTE) Certificates. An individual who already holds a valid West Virginia CTE Certificate endorsed as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website may add another endorsement by verifying the appropriate wage earning work experience, passing required state exam(s) for the endorsement sought, and holding valid industry credential(s), if applicable.

10.11. Other Certificates.

10.11.a. Professional Business Official Certificate may be issued for a professional accountant or a Chief School Business official. It may be granted to an individual employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; and the conditions for issuance specified in section 10.11.a.2.

10.11.a.1. Validity Period. The Professional Business Official Certificate shall be valid for a period of three years and shall expire on June 30 of the last year of its validity.

10.11.a.2. Conditions of Issuance. The applicant for the Professional Business Official Certificate must submit evidence of the following: holds a minimum of a BA including 24 semester hours of coursework in accounting completed with a minimum of 2.50 GPA; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.



10.11.a.3. Renewal. The applicant for licensure must provide evidence of satisfying the following: complete 15 clock hours annually of professional learning activities of in-service credit offered or approved by the licensing agency; and receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

10.11.b. Professional Accountant must meet the licensure requirements in this section and hold a minimum of a BA, including 24 semester hours of coursework in accounting completed with a minimum of a 2.50 GPA; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

10.11.b.1. Renewal. The applicant for licensure must provide evidence of satisfying the following: complete six clock hours of professional learning activities annually of in-service credit offered or approved by the WVDE; and receive the recommendation of the county superintendent in the county in which the applicant is or was employed.

10.11.c Restricted Pre-Professional Certificate. The Restricted Pre-Professional Certificate may be granted only one time to an individual who has been continuously employed for a specific assignment under a First-Class/Full-Time Permit and who has completed all course requirements of the approved program but has not attained the required passing scores on the WVBE-required content exams.

10.11.c.1. Validity Period. The Restricted Pre-Professional Certificate shall be valid for a period of one year and may not be renewed.

10.11.c.2. Conditions of Issuance. The applicant for the Restricted Pre-Professional Certificate must submit evidence of the following: holds a minimum of a BA including completion of an approved preparation program with the exception of passing scores for the Praxis content assessment and with a minimum of 2.50 GPA; and receives the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

#### **§126-136-11. Permits Issued to Professional Educators.**

##### **11.1. First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel.**

11.1.a. General Criteria. The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued for any specialization recognized on the Professional Teaching and Support Certificate. An Initial First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be granted to an individual employed for a specific assignment who has completed a minimum of a BA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11 unless otherwise noted; and the conditions for issuance specified in section 11.1.c.

11.1.b. Validity Period. The First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a Permit valid until June 30 of the following school year.

11.1.c. Conditions for Issuance. The applicant for the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel must submit evidence of completing the following criteria.

11.1.c.1. College/University Coursework. For all endorsement areas except school psychologist and school counseling, verification by the designated official at the IHE or WVBE-approved educator preparation program through which the program is being completed that the applicant has completed 25 percent or six semester hours, whichever is greater, of the state-approved program in the specialization(s) for which the permit is requested. For the endorsement areas of school psychologist and school counseling, verification by the designated official at the IHE through which the program is being completed that the applicant has completed 70 percent of the state-approved program in the specialization for which the permit is requested; and submission of the Professional Commitment form verifying the applicant's enrollment in the state-approved program; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, and has been hired for the position; and

11.1.c.1.A. WVBE-Adopted Tests. Unless identified as an exemption in section 10.4.c.1, an educator must satisfy the minimum proficiency levels or any identified option as indicated in the directory located on the WVDE website as adopted by the WVBE for the Content Specialization Test(s) for each specialization for which the permit is requested unless the applicant holds a degree in the content area requested or is enrolled in a WVBE-approved program in the requested content area and has completed a minimum of 25 percent of the required content coursework in that program as verified by the preparation program official.

11.1.d. Five-Year Limit. All requirements for the Professional Teaching or Student Support Certificate must be completed within five years of the original issuance of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel. The position held by an educator issued a First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel is not subject to posting provided the educator meets the annual renewal requirements specified in section 11.2 and completes the state-approved program within five years. The State Superintendent may extend the five-year limit, if extenuating circumstances as identified in section 14.5.a, warrant the extension.

11.1.e. Exception for a School Nurse. A school nurse who is employed on a First-Class/Full-Time Permit or Authorization for School Nurse is not required to have a minimum of a BA. The applicant must provide evidence of holding a Nursing Diploma or AA in Nursing and hold a valid RN license issued by the West Virginia Board of Examiners with review and approval of disciplinary action. The applicant shall complete a Bachelor of Science in Nursing (BSN) from an accredited IHE within five years. The applicant must submit professional commitment approved by the county of employment and an IHE and complete a minimum of six semester hours annually towards the completion of a BSN degree. All requirements for the BSN degree must be completed within five years of the original issuance of the First-Class/Full-Time Permit.

11.1.f. Exception for Driver Education. An individual receiving a First-Class/Full-Time Permit or Out-of-Field Authorization for Driver Education will only be eligible to teach the course in the classroom and shall not be eligible to instruct the students in the in-car practice driving.

11.1.g. Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support. The Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be issued for any specialization recognized on the Professional Teaching and Support Certificate. A Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel may be granted to an individual employed for a specific assignment who meets the required criteria in section

11.1.a except the minimum required GPA and may not be issued again for any additional or new assignment.

11.1.g.1. **Validity Period.** The Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel shall be valid for one school year and shall expire on June 30 and may be renewed one time. The two years under the Restricted First-Class/Full-Time Permit are part of the total five year allowance of a First-Class/Full-Time Permit.

11.1.g.2. **Conditions for Issuance.** The applicant for the Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel must meet the conditions for issuance in section 11.

11.1.g.3. **Renewal of the Restricted First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel** for individuals who continue to be employed in the specialization reflected in the Permit must submit evidence of completing the following criteria: completion of six semester hours of required coursework from or approved by the accredited IHE where the applicant is completing the approved licensure program reflecting a minimum 3.00 GPA within the IHE towards the approved program or BSN degree requirement; and submission of the professional commitment form verifying the applicant's enrollment in the state-approved program or currently completing the BSN requirements; and recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.1.g.4. **Conversion of a Restricted First-Class/Full-Time Permit to a First-Class/Full-Time Permit.** In order to obtain a First-Class/Full-Time Permit an applicant shall meet the minimum GPA requirement as per section 9.11.

11.2. **Renewal of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel** for individuals who continue to be employed in the specialization reflected in the Permit must submit evidence of completing the following criteria: completion of six semester hours of required coursework from or approved by the accredited IHE where the applicant is completing the approved licensure program reflecting a minimum 3.00 GPA within the IHE towards the approved program or BSN degree requirement; and submission of the professional commitment form verifying the applicant's enrollment in the state-approved program or currently completing the BSN requirements; and recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.2.a. **Exception for a School Nurse.** A School Nurse who is employed on a First-Class/Full-Time Permit (refer to section 11.1.e) after July 1 is only required to have a minimum of three semester hours of coursework during the first year of the permit's issuance.

11.2.b. **Extenuating Circumstances.** The State Superintendent may extend the five-year limit if extenuating circumstances, as identified in section 14.5, warrant the extension. A county superintendent may request, in writing to the State Superintendent, an extension of the First-Class/Full-Time Permit for Professional Teaching and Student Support Personnel for an employee, including the county superintendent, who meets one of the three extenuating circumstances described in section 14.5. The superintendent's letter must be accompanied by the appropriate application and processing fee. The State Superintendent shall render a decision; however, the permit may not be extended beyond one school year or more than once.

11.2.b.1. The county superintendent shall submit verification from the designated official at the IHE through which the applicant is completing the state-approved program that no required coursework was available during the school year; or the county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required coursework.

11.3. First-Class/Full-Time Permit for CTE for teaching in a CTE secondary or adult program may be issued to a person who holds a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE, and has completed the general requirements specified in section 9; and the conditions for issuance identified in section 11.3.b. All requirements must be completed within five years of the original issuance of the permit.

11.3.a. Validity Period. The First-Class/Full-Time Permit for CTE shall be valid for one school year and shall expire on June 30. An educator employed on or after January 1 may be issued a First-Class/Full-Time Permit for CTE valid until June 30 of the following school year. This is to allow completion of the required coursework prior to making application for the initial CTE certificate.

11.3.b. Common Conditions for Issuance. The applicant for the First-Class/Full-Time Permit for CTE must submit evidence of satisfying the following common conditions for issuance and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website;

11.3.c. Basic Skills. Minimum proficiency levels Minimum proficiency levels, or qualify for exemption, on the WVBE approved basic skills test(s) listed in the directory or the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website or qualify for exemption as specified in section 10.4.c.1; and

11.3.d. Verification of the required years of work experience from the current or former employer(s) as described in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and submission of the Professional Commitment verifying the applicant's enrollment or intent of enrolling in the approved CTE preparation program; and the alternatively certified teacher hired after June 18, 2003, must hold and maintain the industry recognized credential, if applicable, for each specialization (refer to the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website); and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

11.3.e. Renewal of the First-Class/Full-Time Permit for CTE for individuals who continue to be employed must submit evidence of completing the following criteria: passage of the written and performance sections of the content specialization test identified in the West Virginia CTE Endorsement and Testing Manual located on the WVDE website (for first-time renewals), if applicable; and verification by the designated official at the IHE through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.00 GPA within the EPP's state-approved program; and a valid industry credential as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, verifying that the applicant is the most qualified candidate for the position, and has been hired

for the position.

11.3.f. Subsequent Renewal(s): Conditions for Issuance. The holder of a First-Class/Full-Time CTE Permit who continues to be employed must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.00 GPA within the IHE's state-approved program; and a valid industry credential is required for renewal of the First-Class/Full-Time Permit for CTE as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee, verifying that the applicant is the most qualified candidate for the position, and has been hired for the position.

#### 11.4. First-Class/Full-Time Permit for Administrators.

11.4.a. Initial First-Class/Full-Time Permit endorsed for Principal, General Supervisor, or Superintendent may be granted to an individual employed for an administrative assignment who has completed: a minimum of an MA through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9.11; three years of management level experience; education and training in evaluation skills through the WVDE or equivalent training approved by the WVBE; and the conditions for issuance specified in section 11.4.c.

11.4.b. Validity Period. The First-Class/Full-Time Permit for Administrators shall be valid for one school year and shall expire on June 30 of that school year. An educator employed on or after January 1 may be issued a Permit valid until June 30 of the following school year.

11.4.c. Conditions for Issuance. The applicant for the First-Class/Full-Time Permit for Administrators must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the applicant has completed 25 percent of the approved program in the specialization(s) for which the permit is requested; and submission of the Professional Commitment verifying the applicant's enrollment in the state-approved program; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, or, if the candidate for the permit is a county superintendent, receive a recommendation and verification of employment from the county board of education.

11.4.d. Time Limitations. All requirements for the Professional Administrative Certificate endorsed for Principal or Supervisor of Instruction must be completed within five years of the original issuance of the First-Class/Full-Time Permit for Administrators as specified in W. Va. Code §18A-4-7a. All requirements for the Professional Administrative Certificate endorsed for Superintendent must be completed within three years of the original issuance of the First-Class/Full-Time Permit for Administrators as specified in W. Va. Code §18-4-2. If required coursework is not available, the county superintendent may request an extension of the First-Class/Full-Time Permit for Administrators as specified in section 14.5. The position held by an educator issued a Full-Time Permit is not subject to posting provided the educator meets the annual renewal requirements specified in section 11.4.e and completes the state-approved program.

11.4.e. Renewal of the First-Class/Full-Time Permit for Administrators who continue to be

employed in the specialization(s) reflected on the permit must submit evidence of completing the following criteria: verification by the designated official at the IHE through which the program is being completed that the applicant has completed six semester hours of college/university credit reflecting a 3.00 GPA within the IHE's state-approved program in the specialization for which the permit is requested; and receive the recommendation of the employing county superintendent or, if the candidate for the permit is a county superintendent, receive a recommendation and verification of continued employment and satisfactory performance from the county board of education as specified in W. Va. Code §18-4-2.

11.4.f. Extension of the First-Class/Full-Time Permit for Administrators for Extenuating Circumstances. The First-Class/Full-Time Permit endorsed for Principal, Supervisor of Instruction or Superintendent may be extended as indicated in section 14.5 as long as the time frames specified in section 11.4.d are not exceeded.

11.5. Permits for ~~TR~~ CTR may be granted to an individual who: is enrolled in a WVBE approved ~~TR~~ CTR program in accordance with an agreement between an IHE and a county board of education; has satisfied the general requirements in section 9; has satisfied the clinical experience test requirements specified in Policy 5100; has a minimum GPA of 3.00 in the area of specialization; and has satisfied the conditions for issuance specified in section 11.5.b.

11.5.a. Validity Period. The ~~TR~~ CTR Permit shall be valid for one school year and shall expire on June 30.

11.5.b. Conditions for Issuance. The applicant for the ~~TR~~ CTR Permit must submit evidence of completing the following criteria: verification of enrollment in an approved ~~TR~~ CTR program; and verification of position posting; and all applicants for the Clinical Experience Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in section 9, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and receive the recommendation of the designated IHE official; and receive the recommendation of the county superintendent in the county in which the applicant will serve as the ~~TR~~ CTR.

11.6. Permits for Clinical Experiences (Teachers, Administrators and Student Support Candidates) may be granted to an individual who: is enrolled and in good standing in a WVBE-approved EPP preparation program or in an out-of--state accredited IHE as specified in section 4 with a current agreement with the West Virginia county board of education prior to placement in a West Virginia public or non-public school, in accordance with Policy 5100, for the clinical experience and who may not have yet obtained a BA; will have satisfied the state-specific program requirements for the area in which the individual is seeking licensure prior to clinical placement; and has satisfied the general requirements in section 9; and has satisfied the conditions of issuance in section 11.6.b; or meet exemptions as identified in section 4.19.

11.6.a. Validity Period. The Clinical Experience Permit shall be valid for one school year and shall expire on June 30. Upon verification from the IHE of successful completion of the clinical experience, the Clinical Experience Permit shall be eligible to be used as a Short-Term Substitute Permit in the endorsement area in which certification is being sought (Teacher, Administrator, or Student Support).

11.6.b. Conditions for Issuance. The applicant for the Clinical Experience Permit may apply during the semester prior to the beginning of the clinical experience assignment and must submit evidence of

completing the following criteria: verification of enrollment in an in-state or out-of-state-approved ~~EPP~~ preparation program; and

11.6.b.1. Criminal History Record Check. All applicants for the Clinical Experience Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in section 9, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and

11.6.b.2. Required Testing. Individuals must pass WVBE required testing as outlined in section 10.4.c unless a qualifying exemption is met as outlined in section 10.4.c.1.

11.6.b.2.A. Applicants must pass test(s) required for basic skills and content proficiency. Individuals enrolled in a state-approved EPP resulting in a MA are exempt from basic skills proficiency testing requirements for the clinical experience permit.

11.6.b.2.B. Administrators must pass test(s) required for content proficiency.

11.6.b.2.C. Student Support must pass test(s) required for content proficiency; Speech Language Pathologist candidates are exempt from this requirement and do not need to provide passing content proficiency scores prior to completing the clinical experience; and receive the recommendation of the designated IHE official; and the recommendation of the county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.6.c. Permit for Year-Long Residency. A Short-Term or Long-Term Permit for a Year-Long Residency may be granted to an individual who: is enrolled and in good standing in a WVBE-approved EPP; who will have satisfied the state-specific program requirements for the residency in accordance with Policy 5100 for the clinical experience; has satisfied the general requirements in section 9.4; and has satisfied the conditions of issuance in section 11.6.c.2.

11.6.c.1. Validity Period. The Year-Long Residency Permit shall be valid for one school year and shall expire on June 30. The Year-Long Residency Permit will serve as a Short Term Substitute Permit upon verification from the EPP of successful completion of all approved program course requirements and successful completion of all required Praxis exams as per Policy 5100, the resident will be eligible to substitute teach as stipulated in the EPP's WVDE-approved residency program as outlined in Policy 5100.

11.6.c.1.A. Exception. Residents who begin a year-long residency on or after January 1 may be issued a Residency Permit valid until June 30 of the following school year.

11.6.c.2. Conditions for Issuance. The applicant for the Year-Long Residency Permit may apply during the semester prior to the beginning of the residency and must submit evidence of completing the following criteria: verification of enrollment in an in-state approved EPP; and

11.6.c.3. Criminal History Record Check. All applicants for the Year-Long Residency Permit whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee as defined in section 9, unless the applicant holds a valid credential issued by the WVDE. Such criminal history record check may not be used for subsequent applications for other credentials issued by the State Superintendent; and

11.6.c.4. Required Testing. Individuals must pass WVBE-required testing as stipulated in the EPP's WVDE-approved residency program unless a qualifying exemption is met as outlined in section 10.24.c.1; or

11.6.c.5. Basic Skills and Content Proficiency. Individuals enrolled in a state-approved EPP resulting in an MA are exempt from basic skills proficiency testing requirements.

#### 11.7. Substitute Permits for Professional Educators.

##### 11.7.a. Short-Term Substitute Permit for Teaching, Support and Administrative Personnel.

11.7.a.1. General Criteria. The Initial Short-Term Substitute Permit endorsed for general substitute may be granted to an individual who is temporarily replacing the educator assigned to a specific position and who has completed: a minimum of a BA through an accredited IHE; the general requirements specified in section 9; a minimum GPA of 2.00; and the conditions for issuance specified in section 11.7.a.3. A short-term substitute is one who fills a position for 30 days or fewer. Non-United States Citizen applicants shall hold a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) as per W. Va. Code §18A-3-1.

11.7.a.2. Validity Period. The Short-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.a.3. Conditions for Issuance. The applicant for the initial Short-Term Substitute Permit must submit evidence of completing the following criteria:

11.7.a.3.A. Verify successful completion of 18 clock hours of training provided or authorized by the employing county board of education or available through the WVDE e-Learning platform to include but not be limited to classroom management, state and local policies, state-approved content standards, an overview of school law to include reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency (LEA). Completion of clinical practice at a West Virginia IHE approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the LEA; and receive the recommendation of the employing county superintendent. If the individual does not hold a professional certificate and has been a teacher of record for a minimum of one year within the past three years, the experience as the teacher of record can be used in lieu of the training; or

11.7.a.3.B. Hold an expired West Virginia Professional Certificate or a valid or expired Out-of-State Professional Teaching, Student Support, or Administrative Certificate. Applicants for the Short-Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as defined above, only one time to obtain a Substitute Permit provided that the Certificate has not been expired for more than five years prior to the date of application. If the Certificate has been expired longer than five years prior to the date of application for the Substitute Permit, the applicant must follow the requirements as listed in section 10.7.a.3.A to obtain the Substitute Permit; and



receive the recommendation of the employing county superintendent.

11.7.b. Renewal of the Short-Term Substitute Permit. The applicant for renewal of the Short -Term Substitute Permit must provide evidence of the following:

11.7.b.1. Verified Training. Verify successful completion of 12 clock hours of in-service training provided or authorized by the employing county or available through the WVDE e-Learning platform to include but not be limited to classroom management and teaching strategies, and, beginning July 1, 2021, trauma-informed best practices. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must be completed subsequent to the issuance of the permit being renewed and within the five -year -period immediately preceding the date of application. If the individual does not hold a professional certificate and has been a teacher of record for a minimum of one year employed under an eligible permit or authorization other than a substitute permit within the past three years, the experience as the teacher of record can be used in lieu of the training; or

11.7.b.2. Successful completion of eligible e-Learning coursework or six semester hours of coursework from a regionally accredited IHE. The coursework must be related to the public school program and completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the date of application; and receive the recommendation of the employing county superintendent.

11.7.c. Long-Term Substitute Permit for Teaching, Support and Administrative Personnel.

11.7.c.1. General Criteria. The Initial Long-Term Substitute Permit endorsed for any specialization recognized on the Professional Teaching, Support, or Administrative Certificate may be granted to an individual who has completed a minimum of a BA through an accredited IHE, or a minimum of a Nursing Diploma/AA and a valid West Virginia RN license; the general requirements specified in section 9; a minimum GPA of 2.00; and the conditions for issuance specified in section 11.7.c.3. A long-term substitute is one who fills a position for more than 30 days. Non-United States Citizen applicants must meet the documentation requirements identified in section 11.7.a.1.

11.7.c.2. Validity Period. The Long-Term Substitute Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.c.3. Conditions for Issuance. The applicant for Long-Term Substitute Permit must submit evidence of completing the following criteria:

11.7.c.3.A. Verify successful completion of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform to include but not be limited to classroom management, state and local policies, state-approved content standards, an overview of school law to include reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. For elementary education endorsements, training must include teaching reading and literacy. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency. Completion of clinical practice at a West Virginia IHE approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the local education agency or an individual who possesses a valid Permanent West Virginia

Professional Teaching Certificate in another endorsement area. If the individual does not hold a professional certificate and has been a teacher of record for a minimum of one year within the past three years, the experience as the teacher of record can be used in lieu of the training.

11.7.c.3.A.1. Exceptions. Those applying for School Nurse Substitute permits must hold a valid RN licensure issued by the West Virginia Board of Examiners with review and approval of disciplinary action and have completed 12 hours of training related to school nursing and six hours of clinical time with a certified school nurse who is an RN; and

11.7.c.3.B. College/University Coursework. 12 semester hours of coursework with a minimum GPA of 2.00 for each course from an accredited IHE in any specialization area recognized on the Professional Teaching or Support Certificate; or successful passing scores on the WVBE-required content exam for the requested area(s) as specified in the licensure testing directory. For elementary education endorsements, a minimum of 12 semester hours should include at least one college level mathematics course and a combination of core content coursework including but not limited to English, science and social studies. One course related to child development, early learning, or reading and writing may be used in lieu of a core content course other than mathematics; and receive the recommendation of the employing county superintendent; or

11.7.c.3.C. Hold an expired West Virginia Professional Certificate or a valid or expired out-of-state Professional Teaching, Student Support, or Administrative Certificate endorsed for the specialization(s) consistent with the specialization(s) for which the Substitute Permit is requested; applicants for the Long Term Substitute Permit may use the expired West Virginia Professional Certificate or Out-of-State Professional Certificate, as defined above, only one time to obtain a Substitute Permit provided that the Certificate has not been expired for more than five years prior to the date of application. If the Certificate has been expired longer than five years prior to the date of application for the Substitute Permit, the applicant must follow the requirements as listed in section 11.7.c.3.A to obtain the Substitute Permit; and receive the recommendation of the employing county superintendent.

11.7.d. Renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel. The applicant for renewal of the Long-Term Substitute Permit for Teaching, Support and Administrative Personnel must provide evidence of the following:

11.7.d.1. Verify Training. Must meet criteria as indicated in section 11.7.b.1;

11.7.d.2. Exceptions. Those applying for renewal of the school nurse substitute permit must have completed 12 hours of training related to school nursing and hold a valid RN licensure issued by the West Virginia Board of Examiners with review and approval of disciplinary action;

11.7.e. Substitute Permit for Applicants with a Valid West Virginia Professional Certificate or a permit for Non-United States Citizen may apply for a Long-Term Substitute Permit for any specialization area(s) for which the applicant qualifies in accordance with section 11.7.c without completing the initial 18 clock hours of training. If the applicant keeps the West Virginia Professional Certificate valid, applicant is not required to complete the 12 clock hours of renewal training when renewing the Long-Term Substitute Permit provided all other requirements are met.

11.7.f. Initial Substitute CTE Permit for teaching in a CTE secondary or adult program may be issued to a person who holds a high school diploma or state-approved high school equivalency, or a

degree, if applicable, through an accredited IHE; and has completed: the general requirements specified in section 9; the common conditions for issuance identified in section 11.7.f.2; and the appropriate content-specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

11.7.f.1. **Validity Period.** The Substitute CTE Permit shall be valid for no more than three school years and shall expire on June 30 of the last year of its validity.

11.7.f.2. **Common Conditions for Issuance.** The applicant for the Substitute CTE Permit must submit evidence of satisfying all of the following common conditions for issuance and the appropriate content specific conditions for issuance identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website.

11.7.f.2.A. **Wage-Earning Experience.** Verification of the required years of work experience by the current or former employer(s) as described in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and

11.7.f.2.B. **Verify successful completion of 18 clock hours of training provided or authorized by the employing county to include, but not be limited to, classroom management, state and local policies, instructional goals and objectives, an overview of school law to include reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices.** The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the LEA. RNs who hold a valid nursing license and are hired as clinical instructors to monitor students in the practical nursing and certified nursing assistant programs are exempt from the 18 hours of training as specified in this section; and

11.7.f.2.C. **Industry Recognized Credentials.** The applicant for the Substitute CTE Permit must submit evidence of holding the industry recognized credential(s), if applicable, as identified in the CTE Endorsement and Testing Manual on the WVDE website; and receive the recommendation of the employing Superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee; and

11.7.f.2.D. **Substitute CTE Permit Applicants with a Valid West Virginia Professional Certificate.** Any applicant with a valid West Virginia Professional Certificate may apply for a Substitute CTE Permit for any specialization area(s) for which the applicant qualifies in accordance with the appropriate content specific conditions for issuance identified in section 11.7.f.2 without completing the initial 18 clock hours of training.

11.7.g. **Renewal of Substitute CTE Permit** must submit evidence of completing the following criteria: verification of successful completion of eligible e-Learning coursework or 12 clock hours of in-service training provided or authorized by the employing county to include, but not be limited to, classroom management, teaching strategies, and beginning July 1, 2021, trauma-informed best practices or complete e-Learning substitute renewal course. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must have been completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the date of application; or

11.7.g.1. Must meet criteria as indicated in section 11.7.b.2 and

11.7.g.2. Industry Recognized Credential. A valid industry credential is required for renewal of the Substitute CTE Permit as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the Superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.7.h. Restricted Short-Term Substitute Permit. The Restricted Short-Term Substitute Permit endorsed for general substitute may be granted to an individual who is temporarily replacing the educator assigned to a specific position in a county which has an approved substitute shortage waiver by the State Superintendent and who has completed: a minimum of an Associate degree through an accredited IHE with a minimum GPA of 2.00; the general requirements specified in section 9; and who has attained the age of 21; and the conditions for issuance specified in section 11.7.h.2. The Restricted Short-Term Substitute Permit shall not be used in lieu of a Coaching Authorization unless all West Virginia Secondary School Activities Commission (WVSSAC) coursework and WVDE requirements are met as specified in section 11.9.e. Non-United States Citizen applicants must meet the documentation requirements identified in section 11.7.a.1.

11.7.h.1. Validity Period. The restricted Short-Term Substitute Permit shall be valid for one year and shall expire on June 30 and may be renewed.

11.7.h.2. Conditions for Issuance. The applicant for the Restricted Short-Term Substitute Permit must submit evidence of completing the following criteria:

11.7.h.2.A. Verify successful completion of 18 clock hours of training provided or authorized by the employing county board of education or available through the WVDE e-Learning platform to include but not be limited to classroom management, state and local policies, state-approved content standards, an overview of school law to include reporting requirements for suspected child abuse, and beginning July 1, 2021, trauma-informed best practices. The 18 clock hours of training may include no more than six clock hours of classroom observation and must have been completed no more than one year prior to the date the application is received by the local education agency (LEA). Completion of clinical practice at a West Virginia IHE approved by the WVBE to offer teacher education programs may be used in lieu of the training. The clinical practice must have been completed no more than one year prior to the date the application is received by the LEA; and receive the recommendation of the employing county superintendent.

11.7.h.3. Renewal of the Restricted Short-Term Substitute Permit. Applicant must provide evidence of the following:

11.7.h.3.A. Verify Training. Verify successful completion of 12 clock hours of in-service training provided or authorized by the employing county or available through the WVDE e-Learning platform to include but not be limited to classroom management, teaching strategies, and beginning July 1, 2021, trauma-informed best practices. The 12 clock hours of renewal training may include no more than three clock hours of classroom observation and must be completed subsequent to the issuance of the permit being renewed and within the five-year period immediately preceding the date of application; or

11.7.h.3.B. Must meet criteria as indicated in section 11.7.b.2.

11.7.h.3.B.1. Conversion of the Restricted Short-Term Substitute Permit. An individual who has completed five years of successful experience under the restricted Short-Term Substitute Permit and obtains scores of 771 (Reading), 757 (Writing), and 775 (Math) in the Basic Skills California Achievement Test, may apply for an initial Short-Term Substitute Permit and is exempt from the bachelor's degree requirement.

11.7.i. Collegiate Instructor Part-Time Permit. The Collegiate Instructor Part-Time Permit may be issued for any specialization recognized on the Professional Teaching and Support Certificate. A Collegiate Instructor Part-Time Permit may be granted to an individual employed for a specific assignment who has completed a minimum of a MA degree in the assignment area through an accredited IHE; the general requirements specified in section 9; the minimum GPA specified in section 9 unless otherwise noted; is a full-time college/university instructor with a minimum of three years of college/university teaching experience and meets the conditions for issuance specified in section 11.7.i.2.

11.7.i.1. Validity Period. The Collegiate Instructor Part-Time Permit shall be valid for one school year and shall expire on June 30 and may be renewed.

11.7.i.2. Conditions for Issuance. The applicant for the Collegiate Instructor Part-Time Permit must submit evidence of completing the following criteria:

11.7.i.2.A. College/University Coursework. Evidence of a conferred MA degree in the content area in which the permit will be endorsed; and

11.7.i.2.B. Experience. Verify a minimum of three years of college/university teaching experience in the area of the requested endorsement which must be the area of assignment by the employing college/university; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, and has been offered part-time employment by a county board of education in West Virginia whose local policy provides assurance that such personnel do not replace a fully state-certified educator.

11.7.i.3. Renewal of the Collegiate Instructor Part-Time Permit. Receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position, and has been offered part-time employment by a county in West Virginia whose local policy provides assurance that such personnel do not replace a fully state-certified educator.

11.7.j. Contractor/Volunteer or other School Personnel Permit. A county board of education may request that a Contractor/Volunteer or other School Personnel Permit may be granted to an individual who will be providing any services to students or any individual who may have unaccompanied contact with students or unaccompanied access to school grounds when students are present.

11.7.j.1. Validity Period. Contractor/Volunteer or other School Personnel Permit shall be valid for one year and shall expire on June 30 and may be renewed.

11.7.j.2. Conditions for Issuance. The applicant for the Contractor/Volunteer or other School Personnel Permit must submit application and receive the recommendation of the county superintendent. For the initial issuance and the renewal of the permit the applicant shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the State Police for a state criminal history record check through the central abuse registry record and then forwarded to the

FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for cause in accordance with W. Va. Code §18A-3-2a and §18A-3-10.

11.7.k. Renewal of the Contractor/Volunteer or other School Personnel Permit. A county board of education may request that a Contractor/Volunteer or other School Personnel Permit may be renewed to an individual who will continue to provide any services to students or any individual who may have unaccompanied contact with student or unaccompanied access to school grounds when students are present by completing the appropriate application and permit.

#### 11.8. Adult Credentials.

11.8.a. The Adult License endorsed for Adult Education shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.e**b** for an initial license and section 11.8.d**c** for renewal of the license.

~~11.8.b. The Adult Permit endorsed for areas of CTE for part time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.c for an initial permit and section 11.8.d for renewal of the permit.~~

~~11.8.b.1. Adult Permit endorsed for EMS (Public Service Training). The Adult Permit endorsed for EMS for part time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.f.2 for an initial permit and section 11.8.g for renewal of the permit.~~

~~11.8.b.2. Adult Permit endorsed for Fire Service Training (Public Service Training). The Adult Permit endorsed for Fire Service Training for part time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.g for an initial permit and section 11.8.g.2 for renewal of the permit.~~

~~11.8.e~~ 11.8.b. Initial Adult License Endorsed for Adult Education. The applicant must submit evidence of completing the following criteria for an Initial Adult License Endorsed for Adult Education: minimum of a BA from an accredited IHE; and completion of the general requirements specified in section 9; and the minimum GPA specified in section 9; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend for licensure.

~~11.8.d~~ 11.8.c. Renewal of the Initial Adult License Endorsed for Adult Education. The applicant must submit evidence of the following for renewal of the Adult License Endorsed for Adult Education: six semester hours of college/university coursework reflecting a 3.00 GPA related to the public school program or related to basic skills content or e-Learning courses through the WVDE; or has reached 60 years of age and presents a copy of the birth certificate or official government issued documentation; and adult education professional learning activities as prescribed in the West Virginia Adult Education Instructor Handbook on the WVDE website and approved by the licensing agency; and

~~11.8.d.1~~ 11.8.c.1. Recommendation WVDE Adult Education Director or receive the

recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee. For community-based organizations or non-educational agencies, the WVDE Adult Education Director may recommend for licensure.

~~11.8.e~~ 11.8.d. Initial Adult Permit endorsed for areas of Career and Technical Education. The applicant must submit evidence of the following for the Adult Permit endorsed for part-time employment in areas of CTE identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website; and the general requirements specified in section 9; and a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and content specific conditions for issuance as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website (including industry credentials and work experience, as applicable); and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

~~11.8.e.1~~ 11.8.d.1. Renewal of the Adult Permit endorsed for areas of Career and Technical Education. The applicant must submit evidence of completing the following criteria for renewal of the Adult Permit endorsed for part-time employment in areas of CTE identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website: two eligible e-Learning courses or six semester hours of college/university coursework reflecting a minimum 3.00 GPA related to the public school program; and a valid industry credential is required for renewal of the Adult Permit as identified in the West Virginia CTE Endorsement and Testing Manual maintained on the WVDE website, if applicable; and receive the recommendation of the employing county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

11.8.e. The Adult Permit endorsed for areas of CTE for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.d for an initial permit and section 11.8.d.1 for renewal of the permit.

11.8.e.1. Adult Permit endorsed for EMS (Public Service Training). The Adult Permit endorsed for EMS for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.f for an initial permit and section 11.8.f.2 for renewal of the permit.

11.8.e.2. Adult Permit endorsed for Fire Service Training (Public Service Training). The Adult Permit endorsed for Fire Service Training for part-time employment shall be valid for no more than five years and expire on June 30 of the last year of its validity. The applicant must submit evidence of all criteria identified in section 11.8.g for an initial permit and section 11.8.g.2 for renewal of the permit.

11.8.f. Initial Emergency Medical Services (EMS) Adult Permit. The applicant for the Initial EMS (Public Service Training) Adult Permit for part-time employment must submit evidence of completing the following criteria: completion of the general requirements specified in section 9; and hold a current West Virginia Emergency Medical Technician (EMT) license, West Virginia Paramedic Certification, National Registry EMT, or Paramedic license; and complete four years of recent volunteer or paid work experience, which may include emergency room or emergency medical care, beyond the training period in the occupation to be taught; and scores reflecting a minimum of 85 percent on a WVDE-approved examination; and hold a valid cardiopulmonary resuscitation (CPR) instructor certification; and

11.8.f.1. Complete a WVDE-approved instructor course; and successfully complete the EMT field-based experience; and a minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and receive the recommendation of the employing county superintendent or a designated official from WVDE Office of Technical and Adult Education.

11.8.f.2. Renewal of the EMS Adult Permit. The applicant for renewal of the EMS Adult Permit for part-time employment must submit evidence of completing the following criteria: hold a valid West Virginia EMT, West Virginia Paramedic Certification, or National Registry EMT or Paramedic license; and hold a valid CPR instructor certification; and complete 30 hours of teaching activity in EMS or related courses subsequent to the issuance of the license being renewed; and attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Office of Technical and Adult Education.

11.8.g. Initial Fire Service Training Adult Permit. The applicant for the Initial Fire Service Training Adult Permit for part-time employment must submit evidence of completing the following criteria: completion of the general requirements specified in section 9; and complete four years of volunteer or paid work experience in the field of fire service; and complete an approved instructor training program and successfully complete the field-based experience in fire instructor training and provide verification of completion of required training in firefighting and hazardous materials; and hold current Cardiopulmonary Resuscitation (CPR) certification; and First Aid or Advanced EMS certification; and test scores reflecting a minimum of 85 percent on a WVDE-approved examination; and

11.8.g.1. A minimum of a high school diploma, a state-approved high school equivalency, or a degree, if applicable, through an accredited IHE; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Office of Technical and Adult Education.

11.8.g.2. Renewal. The applicant for renewal of the Fire Service Training Adult Permit for part-time employment must submit evidence of completing the following criteria: complete 30 hours of teaching activity in an approved fire service or related course subsequent to the issuance of the license being renewed; and attend at least three approved instructor seminars subsequent to the issuance of the license being renewed; and receive the recommendation of the employing county superintendent or a designated official from the WVDE Office of Technical and Adult Education.

~~11.9.vh. Initial Authorization for Driver Education Temporary Permit Driver Education Teacher.~~  
The individual, when providing instruction in the public schools, may only be employed under a contract with the respective county board of education. The contract shall specify the duties to be performed, a rate of pay that is equivalent to the rate of pay for professional educators in the school system who accept similar duties as extra duty assignments and provides that the county board of education maintain liability insurance associated with the activity.

~~11.9.vh.1.~~ The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a BA degree in any field of study or a high school diploma with five years of documented professional experience as a driving instructor; and completes an orientation program approved by the WVDE; and has held a valid motor vehicle operator's license for the past five years; and be in good health and free from impairments that would adversely affect the safety of pupils and the general public; and have a satisfactory driving record confirmed and approved through the West Virginia



Department of Public Safety and/or Division of Motor Vehicles (DMV); ~~and completed defensive driving training~~; and not accumulated more than nine points on the applicant's DMV record at any time during the past five years; and not been convicted and/or had a DMV suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs or the combination thereof and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; and completion of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform unless the individual possesses a valid West Virginia Professional Teaching Certificate.

11.9.vh.2. The individual applying for the permit or certificate is subject to a criminal history check; and must receive the recommendation of the county superintendent.

11.9.vh.3. Renewal of the ~~Authorization for Driver Education~~ Temporary Permit ~~Driver Education Teacher~~ applicant for licensure must provide evidence of completing the following criteria: copy of the verification of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform or Valid West Virginia Professional Teaching Certificate; and verification of six hours of coursework towards Driver Education Certification; or three hours of approved professional learning by the WVDE; and verification of completion of Driver's Education Clinical Experience with a certified, current Driver Education Teacher; and copy of current Driver's License and driving record; and receive the recommendation of the county superintendent.

#### 11.9. Authorizations Issued to Educators.

11.9.a. General Criteria. An Authorization may be issued to a person who has completed: the minimum of a BA or an MA as specified in Appendix A through an accredited IHE, if applicable; the general requirements specified in section 9, the minimum GPA specified in section 9, if applicable; and the conditions for issuance specified for the specialization or concentration for which licensure is requested. The Authorization shall be endorsed to indicate the specialization(s) and/or concentration(s) and grade levels in which the holder can be legally assigned within the public schools. The Authorization may be issued to an individual who is employed and assigned to a position for which a specialization related to public school instruction or a public school program does not exist on the Professional or CTE Certificate.

11.9.a.1. Validity Period. An Authorization shall be valid for one school year and shall expire on June 30, unless language herein extends the validity period. An applicant employed in a specialization other than coaching on or after January 1 may be issued an Authorization valid until June 30 of the following school year. The Authorization endorsed for coaching shall expire June 30 of the current school year.

11.9.a.2. Conditions for Issuance. The applicant for an Authorization must submit evidence of satisfying the specific conditions for issuance for the specialization for which licensure is requested.

11.9.b. Initial Out-of-Field Authorization for Teaching. The applicant must submit evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive approval from the local board of education; and submit the professional commitment form verifying the applicant is enrolled in an IHE's state-approved program; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified or only candidate for the position.

11.9.b.1. Limitations. Out-of-Field Authorizations are restricted to teaching specializations and will be granted only if the applicant does not qualify for a First-Class/Full-Time Permit.

11.9.b.2. Extension. An Out-of-Field Authorization may be extended as indicated in section ~~134.4.~~

11.9.b.3. Renewal of the Out-of-Field Authorization for Teaching. The applicant for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and complete six semester hours of college/university coursework approved by the accredited IHE, where the applicant is completing the approved licensure program; and obtain a 3.00 GPA within the approved program degree requirements of the specializations for which the Out-of-Field Authorization is granted; and obtain the recommendation of the designated IHE official verifying the coursework completed is part of the IHE's state-approved program; and receive the recommendation from the employing county superintendent.

11.9.c. Initial Authorization for Alternative Education. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position and meets the selection criteria for being able to work with troubled and disruptive youth as established in W. Va. 126CSR99, Policy 4373, Expected Behavior in Safe and Supportive Schools.

11.9.c.1. Renewal of the Authorization for Alternative Education. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Teaching Certificate; and receive the recommendation from the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.d. Initial Authorization for CTE Health Care Fundamentals. The applicant for licensure must: hold a professional teaching certificate endorsed for biology, chemistry, general science or health and complete WVDE sponsored professional learning activities; and receive the recommendation of the employing county superintendent with verification that there is no available candidate with the required certification.

11.9.d.1. Renewal of CTE Health Care Fundamentals requires applicant to provide evidence of completing the following criteria: complete WVDE sponsored professional learning activities; and receive the recommendation of the employing county superintendent with verification that there is no available candidate with the required certification.

11.9.e. Initial Authorization for Coaching. The applicant for licensure must provide evidence of ~~completing~~ the following criteria: meet the requirements of section 9.2; and hold a minimum of a high school diploma or ~~TASC WVBE-approved high school equivalency exam~~; and be employed under a contract with a board of education to serve as a coach or authorized to be a volunteer coach; and complete approved training if the sport falls within the jurisdiction of the ~~West Virginia Secondary School Activities Commission (WVSSAC)~~, or approved local board of education training if the sport is not within the jurisdiction of the WVSSAC; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position. The Coaching Authorization will be effective for the employment/assignment start date listed on the application or the date that the application was received by the WVDE, whichever occurs last. Beginning January 1, 2021, all applicants shall submit proof

of completion of CPR and Automated External Defibrillator (AED) training provided or authorized by the county board of education where the individual is employed.

11.9.e.1. Exception. Individuals who possess a valid Junior Reserve Officers' Training Corps (JROTC) Authorization or Professional CTE Certificate are not required to complete the Sports First Aid, Coaching Principles, or the WVSSAC course to receive the Coaching Authorization.

11.9.e.12. Continued Employment. A coach who previously received an authorization based on less than a high school diploma or ~~TASC~~ WVBE-approved high school equivalency exam and has no break in service may continue to receive an authorization.

11.9.e.12.A. WVSSAC Coursework. A Coach who obtained certification and who has only completed the Sports First Aid and the Coaching Principles courses and whose certificate was not renewed for the academic year after the certificate's expiration must complete the WVSSAC course in order to renew the authorization.

11.9.e.12.B. Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training. For issuance of any Coaching, Limited Football Trainer, and Athletic Training Authorizations with an effective date of Beginning January July 1, 2021 or later, all individuals who serve as sports personnel a coach, including any licensed educators or professional personnel who may not hold such a Coaching Authorizations, shall complete CPR and AED training provided or authorized by the county board of education where the individual is employed. Individuals shall maintain this training current and valid as per county board of education policy at the time of each renewal.

11.9.e.23. Renewal of the Authorization for Coaching. The applicant for licensure must provide evidence of completing the following criteria: be employed under a contract with a West Virginia county board of education to serve as a coach or approved by the county board of education to be a volunteer coach; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position; and meet requirements in section 11.9.e.1.B. The Coaching Authorization will be effective for the employment/assignment start date listed on the application or the date that the application was received by the WVDE, whichever occurs last.

11.9.f. Permanent Authorization for Grade Modification. The applicant for licensure must provide evidence of completing the following criteria: hold a valid license reflecting an eligible professional endorsement(s) listed in Appendix A; and receive the recommendation of a county superintendent.

11.9.g. Initial Authorization for Jobs for West Virginia Graduates Program. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a BA from an accredited IHE; and be employed as a teacher in the Jobs for West Virginia's Graduates Program; and receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.g.1. Renewal of the Authorization for Jobs for West Virginia's Graduates Program. The applicant for licensure must provide evidence of completing the following criteria: be employed as a teacher in the Jobs for West Virginia's Graduates Program; and receive the recommendation of the county superintendent in the county in which the applicant is employed.

11.9.h. Initial Authorization and Renewal for ~~Junior Reserve Officers' Training Corps (JROTC),~~ Program. The applicant for licensure must provide evidence of completing the following criteria: hold JROTC Instructor certification awarded by a branch of the United States Branch Military; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.i. Initial Temporary Authorization for School Nutrition Director. The applicant for licensure must provide evidence of satisfying the following: hold a bachelor's degree with a minimum 2.50 GPA, including six semester hours of coursework related to nutrition, food, and/or food service management, or WVDE-approved training as provided by the Office of Child Nutrition within 90 days of the start date; and provide evidence of at least eight hours of food safety training obtained no more than five years prior to or within 30 days of start date; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.i.1. Validity Period. The Temporary Authorization for School Nutrition Director shall be valid for three years.

11.9.i.2. Renewal of the Temporary Authorization for School Nutrition Director. The applicant for licensure must provide evidence of satisfying the following: completion of 12 clock hours of job-specific training each year related to child nutrition programs; and a valid United States Department of Agriculture (USDA) food safety certification; and receive the recommendation of the county superintendent.

11.9.j. Initial Authorization for Speech Assistant. The applicant for the licensure must provide evidence of completing the following criteria: hold a minimum of a BA in speech pathology or communication disorders from an accredited IHE; and be employed as a speech assistant by a county board of education in West Virginia; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and that no fully West Virginia certified SLP has applied for the available position.

11.9.j.1. Renewal of the Authorization for Speech Assistant. The applicant for the licensure must provide evidence of completing the following criteria: complete professional learning activities as designated by the WVDE; and be employed as a speech assistant by a county board of education in West Virginia; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position and that no fully West Virginia certified SLP has applied for the available position.

11.9.k. Initial Authorization for Curriculum/Cultural Enrichment. The applicant for licensure must meet the following criteria: hold a minimum of a BA from an accredited IHE; and be employed by a county board of education in West Virginia to provide curriculum/culture enrichment in accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.k.1. Renewal of the Authorization for Curriculum/Cultural Enrichment. The applicant for licensure must meet the following criteria: be employed by a county board of education in West Virginia to provide curriculum/cultural enrichment in accordance with locally adopted policy that provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.l. Initial Temporary Reading Authorization. The applicant for licensure must meet the following criteria: hold a valid Professional Teaching Certificate endorsed for Multi-Subjects (K-8) or Elementary Education (1-6); and be employed to provide reading instruction in grades seven and eight by a county board of education in West Virginia whose local policy provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.l.1. Renewal of the Temporary Authorization for Reading. The applicant for licensure must meet the following criteria: be employed to provide reading instruction in grades seven and eight by a county board of education in West Virginia whose local policy provides assurance that such personnel do not replace a fully state certified educator; and receive the recommendation of the employing county superintendent.

11.9.m. Initial Authorization for School Nurse. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a Nursing Diploma/AA and hold a valid RN license issued by the West Virginia Board of Examiners; and be employed, by a county board of education in West Virginia, to meet student health care needs after the ratio set forth in W. Va. Code §18-5-22 is met; or be employed when no applicants meet the school nurse certification requirements as defined in section 9; and complete the School Nurse orientation professional learning activities provided or approved by the WVDE; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position in which no applicant meeting the School Nurse Certification requirements as defined in section 10.9.a.2 has applied.

11.9.m.1. Renewal of the Authorization for School Nurse. The applicant for licensure must provide evidence of completing the following criteria: hold a Valid RN license issued by the West Virginia Board of Examiners with review and approval of disciplinary action; and complete a minimum of 12 continuing education contact hours in school health or pediatric medicine topics provided or approved by the WVDE; and be employed to meet student health care needs by a county board of education in West Virginia; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position in which no applicant meeting the School Nurse Certification requirements as defined in section 10.9.a.2 has applied.

11.9.n. Permanent Authorization for Community Programs. The applicant for licensure must submit evidence of the following after August 1, 2013: BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; and verification of coursework and/or professional learning, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement; and verification of at least one year of early education teaching experience; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.9.n.1. Initial Temporary Authorization for Community Programs. The applicant for licensure must submit evidence of the following after August 1, 2013: BA in child development, early childhood, or occupational development with an emphasis in child development/early childhood; and verification of at least one year of early education teaching experience; and submission of commitment to complete coursework and/or professional learning, approved by the WVDE, in the areas of preschool

special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.9.n.2. Renewal of the Temporary Authorization for Community Programs. The applicant for licensure must submit evidence of completing the following criteria: six semester hours of unduplicated coursework or equivalent professional learning, approved by the WVDE, in the areas of preschool special education, child development, preschool curriculum, early language and literacy, assessment of young children, and family and community involvement or coursework leading to teacher licensure in Early Education, Preschool Education, or Preschool Special Needs; or begin a new position in a community programs preschool and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

11.9.o. Permanent Authorization for United States History to 1900. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate endorsed to teach Social Studies through the ninth grade; and verification of at least one year of successful experience teaching the United States History through 1900 course; and receive the recommendation of the employing county superintendent.

11.9.p. Initial Temporary Authorization for Technology Systems Specialist (TSS). The TSS is a person assigned to support and maintain local area networks, servers, computer workstations, or other computer related systems or technologies. All individuals working as TSS must hold an authorization. The Temporary Authorization for TSS is valid for one year and shall expire on June 30 and may only be renewed one time. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of an AA from an accredited IHE; and receive a recommendation from the employing county superintendent.

11.9.p.1. Renewal of the Temporary Authorization for TSS. The applicant for licensure must provide evidence of making satisfactory progress toward completing all training as required by the employing county; and receive the recommendation of the employing county superintendent.

11.9.q. Permanent Authorization for TSS. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of an associate's degree AA from an accredited institution of higher education IHE; complete all training as required by the employing county; and receive the recommendation of the employing county superintendent.

11.9.r. Permanent Authorization for Math I. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate endorsed to teach General Math through Algebra I and Geometry and receive the recommendation of the employing county superintendent.

11.9.s. Permanent Authorization for National Guard Youth Challenge (NGYC) Program. The applicant for licensure must provide evidence of completing the following criteria: hold NGYC Basic-NCI Basic Course Certificate by the Office of Athletics and Youth Development, National Guard Bureau, and receive the recommendation of the employing county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.t. Permanent Authorization for CTE for Middle School Education. The applicant for licensure must provide evidence of completing the following criteria: hold a valid CTE Certificate; and receive the recommendation of the county superintendent verifying that the applicant is the most qualified candidate for the position.

11.9.u. Initial Authorization for Professional Accountant or School Business Official (refer to section 9).

~~11.9.v. Initial Authorization for Temporary Driver Education Teacher. The individual, when providing instruction in the public schools, may only be employed under a contract with the respective county board of education. The contract shall specify the duties to be performed, a rate of pay that is equivalent to the rate of pay for professional educators in the school system who accept similar duties as extra duty assignments and provides that the county board of education maintain liability insurance associated with the activity.~~

~~11.9.v.1. The applicant for licensure must provide evidence of completing the following criteria: hold a minimum of a BA degree in any field of study or a high school diploma with five years of documented professional experience as a driving instructor; and completes an orientation program approved by the WVDE; and has held a valid motor vehicle operator's license for the past five years; and be in good health and free from impairments that would adversely affect the safety of pupils and the general public; and have a satisfactory driving record confirmed and approved through the West Virginia Department of Public Safety and/or Division of Motor Vehicles (DMV); and completed defensive driving training; and not accumulated more than nine points on the applicant's DMV record at any time during the past five years; and not been convicted and/or had a DMV suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs or the combination thereof and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; and completion of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform unless the individual possesses a valid West Virginia Professional Teaching Certificate.~~

~~11.9.v.2. The individual applying for the permit or certificate is subject to a criminal history check; and must receive the recommendation of the county superintendent.~~

~~11.9.v.3. Renewal of the Authorization for Temporary Driver Education Teacher applicant for licensure must provide evidence of completing the following criteria: copy of the verification of 18 clock hours of training provided or authorized by the employing county or available through the WVDE e-Learning platform or Valid West Virginia Professional Teaching Certificate; and verification of six hours of coursework towards Driver Education Certification; or three hours of approved professional learning by the WVDE; and verification of completion of Driver's Education Clinical Experience with a certified, current Driver Education Teacher; and copy of current Driver's License and driving record; and receive the recommendation of the county superintendent.~~

11.9.wy. Permanent Authorization for Computer Science Discoveries. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate or CTE Certificate and complete the minimum of 60 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.9.xw. Permanent Authorization for Introduction to Computer Science. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate or CTE Certificate; and complete the minimum of 60 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.9.yx. Permanent Authorization for Computer Science Fundamentals. The applicant for licensure must submit evidence of the following: hold a valid Professional Teaching Certificate and complete the minimum of 50 hours of WVDE-approved professional development learning; and receive the recommendation of the employing county superintendent.

11.9.zy. Permanent Authorization for Career Technical Education Administrator. ~~The applicant for licensure must provide evidence of completing the following criteria on or before June 30, 2021: Currently have the Principal endorsement on professional license; A minimum of three years (of the last five years) CTE administrator level experience; and receive recommendation from the employing county superintendent~~ The applicant for licensure must submit evidence of the following criteria: a) currently have the Principal endorsement on professional license; and b) provide evidence of successful completion of the state-approved CTE Administrator coursework; and c) provide a minimum of three years teaching or school level administrator experience or less than three years CTE administrator experience; and either d) receive recommendation from the employing county superintendent or e) be an employee of the WVDE in a position that requires this authorization to be held as part of the job duties.

11.9.az. Initial Temporary Authorization for Career Technical Education Administrator. The Temporary Authorization for CTE Administrator is valid for one year and shall expire on June 30 and may only be renewed one time. The applicant for licensure must submit evidence of the following after July 1, 2019: currently have the Principal endorsement on professional license; commit to completing the state-approved- CTE Administrator coursework to include two specialized CTE Administrator courses and a CTE Administrator Specialized Seminar training; a minimum of three years teaching or school level administrator experience; and receive recommendation from the employing county superintendent.

11.9.aaz.1. Renewal of the Temporary Authorization for Career Technical Education Administrator. The temporary authorization for CTE Administrator can only be renewed one time. The applicant for licensure must provide evidence of satisfying the following criteria: verification of progress of completing the state-approved CTE administrator coursework; and receive the recommendation of the county superintendent.

~~11.9.aa.2. Permanent Authorization for Career Technical Education Administrator. The applicant for licensure must submit evidence of the following after August 1, 2020. The applicant for licensure must provide evidence of completing the following criteria: currently have the Principal endorsement on professional license; show evidence of successful completion of the state-approved CTE Administrator coursework; a minimum of three years teaching or school level administrator experience or less than three years CTE administrator experience; and receive recommendation from the employing county superintendent.~~

11.9.bbaa. Temporary Authorization for Future Leaders Program. The applicant for licensure must submit evidence of satisfying the following:

11.9.bbaa.1. General Requirements. A license to work in the public schools of West Virginia may be granted to an applicant who is: a United States citizen or who holds a valid Permanent Resident



Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS); of good moral character; physically, mentally, and emotionally qualified to perform the duties to which assigned; and has attained the age of 18 years on or before October 1 of the year in which the license is issued. (W. Va. Code §18A-3-2a.); and

11.9.~~bb~~aa.2. Criminal History Record Check. All applicants for initial licensure whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the State Police for a state criminal history record check through the central abuse registry record and then forwarded to the FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for cause in accordance with W. Va. Code §18A-3-2a and §18A-3-10; and

11.9.~~bb~~aa.2.A. Degree. Minimum of a high school diploma or equivalent; and

11.9.~~bb~~aa.2.B. Specialized Training. Verify completion of eligible substitute training; and

11.9.~~bb~~aa.2.C. Experience. Verify service in the armed forces with at least four years of active or reserve experience; and

11.9.~~bb~~aa.2.D. Commitment. Submission of commitment verifying the applicant's agreement to complete the WVDE-approved pedagogy coursework for industry credentials; and

11.9.~~bb~~aa.2.E. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the applicant will be placed.

11.9.~~bb~~aa.3. Validity Period. The Initial Future Leader Certificate shall be valid for one year and shall expire on June 30 of the last year of its validity and may be renewed year to year for a total of three years.

11.9.~~bb~~aa.4. Future Leader Certificate Annual Renewal. The applicant for licensure must submit evidence of completing the following criteria.

11.9.~~bb~~aa.4.A. Coursework. Verification by the designated official at the college/university or WVDE through which the WVDE-approved program is being completed that the applicant has completed a minimum of six semester hours or equivalent of the approved program; and

11.9.~~bb~~aa.4.B. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the applicant is placed.

11.9.~~ee~~bb. Future Leaders Program Authorization. The applicant for licensure must submit evidence of satisfying the following:

11.9.~~ee~~bb.1. General Requirements. A license to work in the public schools of West Virginia may be granted to an applicant who is: a United States citizen or who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS); of good moral character; physically, mentally, and emotionally qualified to perform the duties to which assigned; and has attained the age of 18 years on or before October 1 of

the year in which the license is issued (W. Va. Code §18A-3-2a); and

11.9.~~eebb~~.2. Criminal History Record Check. All applicants for initial licensure whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the State Police for a state criminal history record check through the central abuse registry record and then forwarded to the FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for cause in accordance with W. Va. Code §18A-3-2a and §18A-3-10; and

11.9.~~eebb~~.2.A. Degree. Minimum of a high school diploma or equivalent; and

11.9.~~eebb~~.2.B. Specialized Training. Verify successful completion of six semester hours of an IHE's educational pedagogy program and 12 hours of WVDE-approved e-Learning coursework and the recommendation of the designated official at the IHE through which the program was completed; or a valid West Virginia Professional Teaching Certificate; and

11.9.~~eebb~~.2.C. Experience. Verify service in the armed forces with at least four years of active or reserve experience; and

11.9.~~eebb~~.2.D. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the applicant is placed.

11.9.~~eebb~~.3. Validity Period. The Future Leaders Program Authorization shall be valid for three years.

11.9.~~eebb~~.4. Renewal of the Future Leaders Authorization. The applicant for licensure must submit evidence of completing the following criteria.

11.9.~~eebb~~.4.A. Six semester hours or two courses approved by the WVDE. The coursework must have been completed subsequent to the issuance of the certificate being renewed and within the three year period immediately preceding the date of application; and

11.9.~~eebb~~.4.B. Recommendation. Receive the recommendation of the West Virginia National Guard and the county superintendent where the applicant is placed.

11.9.~~decc~~. Permanent Future Leaders Authorization. The applicant for licensure must submit evidence of completing the following criteria.

11.9.~~decc~~.1. Possession of a minimum of a high school diploma or equivalent; and

11.9.~~decc~~.2. Experience. Verify service in the armed forces with at least four years of active or reserve experience; and

11.9.~~decc~~.3. Coursework. Proof of completion of the 18 hour, WVDE-approved coursework; and

11.9.~~decc~~.4. Credentials. Evidence of having held the three year Future Leaders Program

authorization twice for the full validity of the credential; and

11.9.~~dd~~cc.5. Completion of a minimum of five years of experience under the Future Leaders credential in a public school of West Virginia; and

11.9.~~dd~~cc.6. Recommendation of the West Virginia National Guard and the county superintendent where the applicant is placed.

11.9.dd. For issuance of a Permanent Authorization for Driver Education. The applicant must comply with the requirements of section 10 and have a valid West Virginia Professional Certificate that includes grades 9-12 or 9-Adult; have held a valid motor vehicle operator's license for the past five years without interruption; provide evidence of a satisfactory driving record by submitting a certified copy of the applicant's driving record from the DMV in each state where the applicant has been licensed during the past three years; has not accumulated nine or more points on the applicant's driving record from a DMV at any time during the past five years; has not been convicted of and/or had a DMV suspension or revocation of license, on a charge of operating a motor vehicle while under the influence of alcohol, controlled substances, any other drugs or the combination thereof, or by clear and convincing evidence, including but not limited to, positive breath or blood test or field sobriety results, has not operated a motor vehicle under the influence of same; or

11.9.dd.1. An individual who already holds a valid West Virginia Professional Teaching Certificate may add a permanent authorization in driver education provided the individual makes application and provides evidence of the following: has held a valid motor vehicle operator's license for the past five years; is in good health and free from impairments that would adversely affect the safety of pupils and the general public; has a satisfactory driving record confirmed and approved through the West Virginia Department of Public Safety and/or Division of Motor Vehicles (DMV); has not accumulated more than nine points on the individual's DMV record at any time during the past five years; has not been convicted and/or had a DMV suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs or the combination thereof and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; completes an orientation program approved by the WVDE; completes the approved WVDE e-Learning Driver Education Authorization coursework and orientation program; and completes a field driving component under the supervision of a certified driver's education teacher.

11.9.ee. Waivers are not applicable to section 11.9.dd.

**§126-136-12. Early Childhood Classroom Assistant Teacher (ECCAT) Authorization, ~~and~~ Paraprofessional Certification, and Aide V/VI Assistant Teacher.**

12.1. An ECCAT I - Temporary Authorization for working in a pre-kindergarten (pre-k) or kindergarten classroom may be issued to a person who is currently employed as an ECCAT and holds a high school diploma, ~~TASC~~ WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE. The temporary Authorization shall be valid for one school year and may be renewed twice.

12.1.a. Beginning July 1, 2014, any person previously employed as an aide in a pre-k or

kindergarten program (W. Va. Code §18-5-18) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-k or kindergarten program on and after that date shall hold the position of either ECCAT I, ECCAT II, or ECCAT III. Any person employed as an aide in a pre-k or kindergarten program on or before July 1, 2014, and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application, shall be granted an ECCAT II, permanent authorization by the State Superintendent pursuant to W. Va. Code §18A-2a-3.

12.1.b. General Conditions for Issuance of Initial ECCAT I - Temporary Authorization. The applicant for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, ~~TASC~~ WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the applicant's agreement to complete coursework, approved by the WVDE, in the areas of preschool special education, child development, and early childhood language and literacy; and

12.1.c. Academic Assessment. Applicants hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment, the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants who have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.1.d. Renewal of Initial ECCAT I Temporary Authorization. The applicant for licensure must submit evidence of completing the following criteria: complete a minimum of three semester hours of unduplicated coursework, approved by the WVDE, in the areas of early childhood special education, child development, and early childhood language and literacy; or begin a new position as an ECCAT I; or verification of completion of semester hours for the Apprenticeship for Child Development Program (ACDS) reflected through a seal-bearing certificate OR verification of semester hours for CDA Credential verified by a CDA Advisor's signature; or completion certificates of approved CTE coursework; and receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.2. ECCAT II - Permanent Authorization. The ECCAT II Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked. The authorization may be issued to a person who holds a high school diploma, ~~TASC~~ WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

12.2.a. Beginning July 1, 2014, any person previously employed as an aide in a pre-k or kindergarten program (W. Va. Code §18-5-18), and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-k or kindergarten program on and after that date shall hold the position of aide and either ECCAT I, Early Childhood Classroom Assistant Teacher II or ECCAT III. Any person employed as an aide in a pre-k or kindergarten program on or before July 1, 2014, and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application shall be granted an ECCAT II, permanent authorization by the State

Superintendent pursuant to W. Va. Code §18-2a-3.

12.2.b. General Conditions for Issuance. Beginning July 1, 2014, the applicant for licensure must submit evidence of completing the following criteria: met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; and

12.2.b.1. Verify completion of the program for the ACDS reflected through a seal-bearing certificate issued by the United States Department of Labor; or verification of completion of program for CDA Credential verified by a current seal-bearing certificate issued by CDA National Credentialing Program; or complete a minimum of three semester hours of unduplicated coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy; and

12.2.b.2. If the candidate is currently employed by a county board of education or collaborative community program under contract by the county board of education, the candidate must receive the recommendation of the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education. If the educator is not employed by a county board of education, the educator must secure a recommendation from the educator's most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, the educator must secure the recommendation from the current employer or other eligible individual.

12.3. ECCAT III - Permanent Authorization and Permanent Paraprofessional Certificate. A person who has held or holds an aide title and becomes employed as an ECCAT shall hold a multi-classification status that includes aide and/or paraprofessional titles. The authorization shall continue to be valid unless surrendered, suspended or revoked.

12.3.a. General Criteria. The ECCAT III - Permanent Authorization for working in a pre-k or kindergarten classroom may be issued to a person who holds a high school diploma, ~~TASC~~ WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE, and has completed the required WVDE-approved coursework.

12.3.b. Beginning July 1, 2014, any person previously employed as an aide in a pre-k or kindergarten program (W. Va. Code §18-5-18,) and who is employed in the same capacity on and after that date and any new person employed in that capacity in a pre-k or kindergarten program on and after that date shall hold the position of aide and either ECCAT I, ECCAT II, or ECCAT III.

12.3.c. Any person employed as an aide in a pre-k or kindergarten program on or before July 1, 2014, and is eligible for full retirement benefits before July 1, 2020, may remain employed as an aide in that position and upon application shall be granted an ECCAT II, permanent authorization by the State Superintendent pursuant to W. Va. Code §18-2a-3.

12.3.d. General Conditions for Issuance. Beginning July 1, 2014, the applicant for licensure must

submit evidence of completing the following criteria: applicant's hired by a county board of education must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness; and mathematics readiness, as appropriate. Applicants that have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or hold a valid or expired Initial Professional or Professional Teaching Certificate or its equivalent; and

12.3.d.1. Verify completion of the program for the ACDS reflected through a seal-bearing certificate issued by the United States Department of Labor; or verification of completion of program for CDA Credential verified by a current seal-bearing certificate issued by CDA National Credentialing Program; or complete a minimum of three semester hours of unduplicated coursework approved by the WVDE in the areas of early childhood special education, child development, and early childhood language and literacy and hold a valid Permanent Paraprofessional Certificate; and

12.3.d.2. The candidate must receive the recommendation of the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education. If the educator is not employed by a county board of education, applicant must secure a recommendation from the educator's most recent education supervisor provided that such employment severance does not exceed one year. If employment severance in an educational setting is greater than one year, applicant must secure the recommendation from the current employer or other eligible individual. receive the recommendation of the applicant's employer; either the employing county superintendent or the director of the employing collaborative community program under contract by the county board of education.

12.4. Permanent Paraprofessional Certificate General Criteria. A Paraprofessional certificate may be issued to a person who has completed: the general requirements specified in section 9; and the general conditions for issuance identified in section 12.3. The Paraprofessional Certificate entitles the holder to serve in a support capacity including, but not limited to, facilitating the instruction and direct or indirect supervision of pupils under the supervision of a professional educator. The Permanent Paraprofessional Certificate shall continue to be valid unless surrendered, suspended or revoked.

12.4.a. General Conditions for Issuance. The applicant for licensure must submit evidence of satisfying 36 semester hours of postsecondary education reflected on an official seal-bearing transcript or its equivalent in certificates of completion from WVDE's e-Learning courses in the following areas: at least three semester hours each of college/university credit or its equivalent in reading, writing, and mathematical computations; or passing the respective WVBE-required basic skills exam in reading, writing, and mathematics; or meeting one of the exemptions identified in section 10. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies the reading requirement; and

12.4.b. General Studies. The applicant must have completed successfully at least six semester hours of college/university credit or its equivalent from the humanities, fine arts, and/or physical, biological or social sciences. A valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002 satisfies all six semester hours of general studies course requirements; and

12.4.c. Computer Literacy. Completed successfully at least three semester hours of college/university credit or its equivalent in computer literacy; and

12.4.d. Special Education. Complete at least three semester hours of college/university credit or its equivalent in special education. Documentation of a minimum of two years of successful experience which included special needs children and a minimum of 10 clock hours of in-service training directly related to special education may be substituted for the college/university credit provided that such experience is acquired in the public education classroom setting while the applicant is under direct supervision of a licensed public educator; or if ECCAT I or II authorized, successful completion of the e-Learning Early Childhood Special Needs Inclusion course offered through the WVDE; or hold a valid CDA certificate issued by the Council for Professional Recognition or completion of the CTE ECCAT program of study; or hold a valid ACDS certificate issued after 2002 by the United States Department of Labor; and

12.4.e. Classroom Management. The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in classroom management acquired in the public classroom setting. Documentation of a minimum of two years of experience in the successful use of classroom management skills may be substituted for college/university credit provided that such experience is acquired in the public education classroom setting while the applicant is under direct supervision of a licensed public educator; or hold a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or hold a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.f. Human Growth and Development. The applicant must have completed successfully at least three semester hours of college/university credit or its equivalent in human growth and development or psychology, or hold a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or if ECCAT I or II authorized or successful completion of the e-Learning Early Childhood Child Development course offered through the WVDE; or documented completion of the CTE ECCAT program of study; or hold a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.g. Electives. The applicant must have completed successfully nine semester hours of electives related to public instruction or its equivalent. One elective requirement may be met if the applicant holds a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or holds a valid CDA certificate issued by the Council for Professional Recognition; and

12.4.h. Academic Assessment. The applicant must have met a rigorous standard of quality and demonstrate, through a formal state-approved academic assessment which includes a measurement of: knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Paraprofessionals must meet WVBE requirements for the Paraprofessional Certificate. Paraprofessionals who have taken and passed the current state competency exam for aides, administered by the county, developed pursuant to W. Va. Code §18A-4-8e have satisfied this requirement; or

12.4.i. Valid or Expired Initial Professional or Professional Teaching Certificate. Hold a valid out-of-state Professional Teaching Certificate or a valid or expired West Virginia Initial Professional or Professional Teaching Certificate or its equivalent; fulfills all coursework and assessment criteria; and

recommendation of the employing county superintendent.

#### 12.5. Licenses for Paraprofessional Educators. Educational Sign Language Interpreter I and II.

12.5.a. Initial Paraprofessional Certificate. Educational Sign Language Interpreter I General Criteria. Initial Paraprofessional Certificate Educational Sign Language Interpreter I may be issued to a person meeting the requirements specified in section 12.4 and section 12.4.a or equivalent. A passing score on the Educational Interpreter Performance Assessment-Written Test (EIPA-WT) satisfies the general conditions for issuance for the following: three semester hours of reading; and three semester hours each of special education, human growth and development or psychology, and social studies; and nine semester hours of electives related to public instruction or its equivalent. One elective requirement may be met if the applicant holds a valid Apprenticeship for Child Development Specialist certificate issued by the United States Department of Labor for those who entered the program during/after Fall 2002; or holds a valid CDA certificate issued by the Council for Professional Recognition; and

12.5.b. Specific Conditions of Issuance. The applicant for the Initial Paraprofessional Certificate for Educational Sign Language Interpreter I must submit evidence of completing the following criteria: a minimum score of 3.00 on the Educational Interpreter Proficiency Assessment (EIPA); or valid National Association of the Deaf (NAD) Certification-Level III or higher; or valid Registry of Interpreters for the Deaf (RID) Certification; or valid National Interpreter Certification (NIC). The NIC test/certification will be available 2008; or valid state Quality Assurance Screening (QAS) Level II.

12.5.c. Validity Period. The Initial Paraprofessional Certificate for Educational Interpreter that is effective on or after January 1 may be issued as an Initial Paraprofessional Certificate Educational Interpreter valid until June 30 of the following school year. The Initial Paraprofessional Certificate Educational Interpreter may not be renewed more than two times.

12.5.d. Renewal of the Initial Paraprofessional Certificate for Educational Sign Language Interpreter I. The applicant for licensure must provide evidence of completing the following criteria: complete a minimum of 15 clock hours of WVDE-approved professional learning activities, and, beginning July 1, 2021, trauma-informed best practices; and satisfy the requirements of the West Virginia Registry of Interpreters; and receive recommendation of the employing county superintendent.

12.5.e. Permanent Paraprofessional Certificate for Educational Sign Language Interpreter II may be issued to an applicant meeting the requirements specified in section 12.4 and section 12.4.a5.f. The Permanent Paraprofessional Certificate-Educational Sign Language Interpreter II shall continue to be valid unless surrendered, suspended or revoked.

12.5.f. Specific Conditions for Issuance. The applicant for the Permanent Paraprofessional Certificate for Educational Interpreter must submit evidence of completing the following criteria: minimum score of 3.5 on the EIPA; or valid NAD Certification-Level IV or higher; or valid RID Certification; or valid NIC; or valid state QAS Level III; and passing score on the EIPA-Written Test for Content Knowledge. Satisfy the requirements of the West Virginia Registry of Interpreters and receive the recommendation of the employing county superintendent.

12.5.g. Restricted Initial Paraprofessional Educational Sign Language Interpreter. The applicant for the Restricted Initial Paraprofessional Educational Interpreter must meet all issuance requirements as stated in sections 12.5.a and 12.5.b except for the minimum required assessment scores or certificate



levels.

12.5.g.1. Validity Period. The Restricted Initial Paraprofessional Certificate for Educational Sign Language Interpreter shall be valid for one school year and may be renewed two times.

12.5.g.2. Conditions of Issuance. Applicants shall submit evidence of the following: have taken one of the required assessments at least one time; submit a completed Sign Support Specialist Professional Development Plan; agreement to attend all WVDE-approved trainings as stipulated by WVDE officials; and receive the recommendation from the employing county superintendent.

12.5.g.3. Renewal of the Restricted Paraprofessional Certificate for Educational Sign Language Interpreter. The applicant for licensure must provide evidence of completing the following criteria: complete a minimum of 15 clock hours of WVDE-approved professional learning activities, and, beginning July 1, 2021, trauma-informed best practices; and satisfy the requirements of the West Virginia Registry of Interpreters; and provide assessment scores yearly with evidence of progress towards meeting the required scores as stated in section 12.5.f; and receive the recommendation from the employing county superintendent.

12.6. Aide V. Special Education Assistant Teacher. A Temporary Authorization may be issued to a person who is currently employed as a Special Education Assistant Teacher and holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE. The temporary Authorization shall be valid for one school year and may be renewed once.

12.6.a. General Conditions for Issuance. Special Education Assistant Teacher Temporary Authorization. The applicant for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the applicant's agreement to complete coursework approved by the WVDE.

12.6.b. Renewal of Special Education Assistant Teacher Temporary Authorization. The applicant for licensure must submit evidence of completing a minimum of 50 percent of the required WVDE- approved coursework; and receive the recommendation of the employing county superintendent.

12.7. Aide V. Special Education Assistant Teacher - Permanent Authorization. The Special Education Assistant Teacher Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked. The authorization may be issued to a person who holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

12.8. Aide VI. Behavioral Support Assistant Teacher. A Temporary Authorization may be issued to a person who is currently employed as a Behavioral Support Assistant Teacher and holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE. The temporary Authorization shall be valid for one school year and may be renewed once.

12.8.a. General Conditions for Issuance. Behavioral Support Assistant Teacher Temporary

Authorization. The applicant for licensure must submit evidence of completing the following criteria: minimum of a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE; and submission of commitment verifying the applicant's agreement to complete coursework approved by the WVDE.

12.8.b. Renewal of Behavioral Support Assistant Teacher Temporary Authorization. The applicant for licensure must submit evidence of completing a minimum of 50 percent of the required WVDE- approved coursework; and receive the recommendation of the employing county superintendent.

12.9. Aide VI. Behavioral Support Assistant Teacher - Permanent Authorization. The Behavioral Support Assistant Teacher Permanent Authorization shall continue to be valid unless surrendered, suspended or revoked. The authorization may be issued to a person who holds a high school diploma, WVBE-approved high school equivalency exam or equivalent, or a degree, if applicable, through an accredited IHE and has completed the required WVDE-approved coursework.

#### **§126-136-13. Grade Level Expansion.**

13.1. Grade Level Modification. Grade level modifications may only be made to areas listed under Grade Level Modification Eligible Areas in Appendix A.

#### **§126-136-14. Waivers and Extensions.**

14.1. Substitute waivers may be available for a county superintendent who is unable to staff a long-term substitute position with an individual licensed in the area of assignment through the request of a waiver from the State Superintendent. The written waiver request must indicate the efforts that were made to employ a fully qualified candidate. Along with the waiver request copies of the job postings showing two different posting periods must be included. In cases where the employee of record will or may return to the position, the postings will not be required. The State Superintendent may grant the waiver if the circumstances warrant such approval. However, the county superintendent must continue to seek the services of an educator with the appropriate endorsement(s) and place this individual in the position at a time determined to be in the best interest of the students.

14.2. Severe Substitute Shortage. Under extenuating circumstances, a county superintendent may request a waiver to section 11.7.a.3.A, section 11.7.d.1, or section 11.7.b.1 that requires 18 clock hours of training to be completed prior to the issuance of a Substitute Permit. The waiver request must document the shortage and include verification of six clock hours of training. The initial six clock hours of training must include a classroom management component and an overview of school law to include reporting requirements for suspected child abuse, and, beginning July 1, 2021, trauma-informed best practices, and may not include classroom observation. The remaining 12 clock hours of training must be completed in accordance with section 11.7.g and be completed within the first semester of employment.

14.3. Dual Credit Contracted Services Exemption. An instructional employee of a regionally accredited IHE who is not regularly employed for instructional purposes in a public school in this state as referenced in W. Va. Code §18-1-1 and is providing a dual credit course is exempt from the requirement of holding the same licensure required for an educator employed by a county board of education.

14.4. Extension of Professional Certificates for Extenuating Circumstances. A county superintendent

may request, in writing to the State Superintendent, an extension of the Professional Certificate for an employee, including the county superintendent, who meets one of the three circumstances identified in section 14.5.

14.5. Issuance and Extension of the Full-Time Permit/Out-of-Field Authorization of Extenuating Circumstances. A county superintendent may request, in writing to the State Superintendent, an extension of the First-Class/Full-Time Permit/Out-of-Field Authorization for an employee, including the county superintendent, who meets one of the three circumstances identified below. The State Superintendent shall render a decision; however, the permit may not be extended beyond one school year or more than once.

14.5.a. Extenuating Circumstances for which First-Class/Full-Time Permit/Out-of-Field Authorization Can Be Extended or issued.

14.5.a.1. Unavailability of Coursework. The county superintendent shall submit verification from the designated official at the IHE through which the applicant is completing the state-approved program that no required coursework was available during the school year; or

14.5.a.2. Illness/Death. The county superintendent shall submit the applicant's description of how a major illness of the applicant or illness/death of an immediate family member prevented the educator from completing the required coursework; or

14.5.a.3. Hardship. The county superintendent shall submit the applicant's description of how a major hardship other than illness prevented the applicant from completing the required coursework.

#### **§126-136-15. Alternative Routes to Certification.**

15.1. An applicant may not enroll in an alternative program without first being issued a alternative teaching certificate in accordance with W. Va. Code §§18A-3-1a through 18A-3-1i and Policy 5901; and must complete a West Virginia State Police and FBI criminal history record check as required by W. Va. Code §18A-3-10 and section 9.

15.2. General Requirements: General Education Teacher. An Alternative Certificate may be issued to an applicant who meets the criteria specified in Policy 5901; and

15.2.a. Completes a West Virginia State Police and FBI criminal history record check and receives approval by the WVDE as required by W. Va. Code §18A-3-10 and section 9.2.

15.3. General Requirements: Special Education Teacher. An Alternative Certificate may be issued to an applicant who meets the criteria specified in Policy 5901.

15.4. General Requirements: American Sign Language (ASL) Teacher. In accordance with W. Va. Code §§18A-3-1a through 18A-3-1i, an individual wishing to enroll in an alternative preparation program for ASL must meet the criteria specified in Policy 5901.

15.5. An Alternative Teaching Certificate shall be issued in areas of shortage which are listed within their WVBE-approved alternative certification program only. The Alternative Teaching Certificate shall be

issued initially for one year and may be renewed twice for a total of three years. Applications received after January 1 will have a valid effective date through the following school year with an expiration date of June 30.

15.6. Renewal of Alternative Teaching Certificate requires applicant to meet criteria as specified in Policy 5901 and receive the recommendation of the county superintendent.

15.7. Conversion of the Alternative Teaching Certificate to ~~an Initial~~ Provisional Alternative Professional Teaching Certificate. Applicants must: successfully complete a WVBE-approved program for alternative certification as per Policy 5901; receive the recommendation of the designated superintendent of the county in which the applicant is employed; and possess a minimum overall cumulative 2.50 GPA. Individuals must meet proficiency scores on all the WVBE-required competency exam(s) as applicable to the endorsement(s) being sought for general education and/or special education for all endorsements held and in professional education as listed in the directory located on the WVDE website or meet a qualifying exemption as listed in section 10.

15.8. Renewal of Provisional Alternative Teaching Certificate requires the applicant meet all requirements as described in section 10 and may renew yearly with the expiration date ending on June 30 for a total of two times, and holding the Provisional Alternative Teaching Certificate for a total of three years.

15.9. A Provisional Alternative Teaching Certificate may be converted to an Initial Professional Teaching Certificate if it meets the requirements of section 10.

#### **§126-136-16. Out-of-State Applicants.**

16.1. Interstate Agreement For Qualifications of Educational Personnel. West Virginia is a member of the NASDTEC, that promotes the mobility of educators across state and national lines utilizing consistent standards for certification and education personnel. Although West Virginia participates in this interstate agreement, specific requirements for granting certification to out-of-state applicants are outlined in section 16.2 and section 16.3 in accordance with W. Va. Code §18A-3-1(b). W. Va. Code §18A-3-2a(1) provides for certification of an applicant who: meets equivalent standards at IHEs in other states; and who has passed appropriate WVBE-approved basic skills and subject-matter tests; or has completed three years of successful full-time experience in a public school within the last seven years in the area for which licensure is being sought; or has completed the WVBE-approved alternative route to certification described in section 15.

16.2. Recognition of Out-of-State Licenses. West Virginia will issue a Provisional Professional Teaching, Administrative or Student Support Certificate to an eligible applicant who holds: a valid out-of-state license equivalent to the Professional Teaching, Administrative or Professional Certificate of eligibility issued by another state and meets all of the requirements of that state for full certification except employment; and who has graduated from an approved teacher education program at a regionally accredited IHE or educator preparation provider (EPP) approved in the licensing state; and verification of a successful student teaching experience or equivalent in the state in which the approved program was completed; and for whom the WVDE has received approval based on a criminal history record check conducted by the West Virginia State Police and the FBI as required by W. Va. Code §18A-3-10 and section 9.2 (for individuals who hold a valid Out-of-State license in the area of CTE, refer to the requirements for the CTE Certificate in section 10). Eligible applicants who meet the requirements as identified in section

10.4 may be issued an initial Professional Teaching Certificate.

16.3. Application for West Virginia Certification with a Valid Out-of-State Certificate. A copy of both front and back of the valid Out-of-State Certificate must be submitted with the appropriate application to ensure accurate interpretation of the Out-of-State Certificate. West Virginia will grant applicants any endorsement listed on the valid Out-of-State Certificate that is currently offered by the State of West Virginia. If the valid Out-of-State Certificate lists any endorsement(s) not currently offered by the State of West Virginia, the applicant may secure official documentation from the state in which the valid certification was issued that identifies those endorsement areas, if any, in which the applicant would be certified to teach in the issuing state. This documentation may be used to grant certification to teach in endorsement areas for which West Virginia currently grants certification.

16.3.a. Exception. Speech Language Pathologists who are licensed in a state where the agency or licensing board responsible for issuing licenses to work in the public schools of that state no longer issue Speech Language Pathologists licensure may apply for a West Virginia Student Support Certificate provided the individual meets the following: holds a license recognized by the issuing state's licensing board or agency allowing the individual to work in a public school of that state; and meets the requirements as outlined in section 10.

16.4. Expiration Dates of Certification Granted to Applicants Based on Valid, Out-of-State Certification.

~~16.4.a. Initial Professional Teaching Certificate. Applicants with a valid Out of State Teacher Certificate will be granted an Initial Professional Teaching Certificate valid for a period of three years. The Initial Professional Teaching Certificate is renewable subject to the requirements listed in section 10.5.~~  
Provisional Teaching Certificate. Applicants with a valid Out-of-State Teacher Certificate will be granted a Provisional Teaching Certificate valid for a period of three years unless they meet the requirements as listed in section 10.4 to receive an Initial Professional Teaching Certificate valid for a period of three years. The Provisional and Initial Professional Teaching Certificate is renewable subject to the requirements listed in section 10.

16.4.b. Permanent Professional Teaching Certificate. If the valid, Out-of-State Certificate is listed as permanent by the issuing state and the applicant verifies a minimum of five years of full-time experience in the endorsements area(s) listed on the valid license, West Virginia will grant the applicant a Permanent Professional Teaching Certificate upon satisfactory completion of the licensure application process.

16.4.c. Provisional Administrative Certificate. Persons applying for the Administrative Certificate endorsed for school principal supervisor of instruction, and/or superintendent based on an accredited educational leadership program, or a valid Out-of-State Administrative Certificate will be granted a renewable Provisional Administrative Certificate valid for five-year. Upon employment as an administrator in a West Virginia School System and completion of the ELI as required by W. Va. Code §18A-3A-3, the applicant will be issued a Professional Administrative Certificate valid for five years upon application. An individual holding a Provisional Administrative Certificate may be employed as an administrator in a West Virginia school system, but is unable to perform evaluation until they hold an Initial Administrative Certification with the completion of the ELI.

16.4.d. Permanent Administrative Certificate. Persons who hold permanent administrative

certification on a valid out-of-state certification will be granted a West Virginia Provisional Administrative Certificate upon employment and completion of the ELL and verification of five years of experience covered by a valid license.

16.5. Issuance of a West Virginia Professional Certificate based on a Valid, Out-of-State Certificate. Persons holding a valid, Out-of-State Certificate may only use the Out-of-State Certificate once for the issuance of a West Virginia License.

#### **§126-136-17. Non-United States Citizen.**

17.1. A Provisional, Professional initial, or eligible certificate may be granted to a non-citizen of the United States who holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS).

17.2. Permit for Non-United States Citizen. In accordance with W. Va. Code §18A-3-2a, the non-United States citizen will be granted a Permit for Non-United States Citizen unless applicant holds a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) as per W. Va. Code §18A-3-1. Issuance will be based upon verification by a WVDE-approved foreign credential evaluation agency that the applicant has completed the equivalent of an approved educational personnel preparation program in the United States and in a specialization offered in West Virginia (see Appendix A), with or without the required tests in pre-professional skills, Content and/or Professional Education, or that the applicant holds the necessary credentials in another country to teach in the public schools of that country, and that the applicant has completed a degree equivalent to the required degree level in the United States and has earned an overall GPA equivalent to a 2.50 in the United States.

17.3. Renewal of the Permit for Non-United States Citizen. An applicant who is lacking only United States citizenship and who does not hold a valid Permanent Resident Card, Employment Authorization Document (EAD), or work permit issued by the United States Citizenship and Immigration Services (USCIS) as per W. Va. Code §18A-3-1, will be issued the Permit for Non-United States Citizen, valid for three years. To renew the Permit for Non-United States Citizen, six semester hours of appropriate college/university coursework related to the public school program shall be completed subsequent to the renewal of the Permit for Non-United States Citizen and within the five-year period immediately preceding the date of application, unless the applicant holds MA+30 or higher, or has reached 60 years of age. Upon acquisition of United States citizenship or meeting the conditions specified in section 17.1, the applicant may apply for the Initial Professional Teaching Certificate.

17.4. Permit for Non-United States Citizens Lacking Licensure Exams. An applicant lacking United States citizenship, who has not completed a preparation program in the United States, and lacks the required licensure exams in pre-professional skills, content and/or professional education, shall be issued a one year Permit for Non-United States Citizen. The first renewal of the Permit for Non-United States Citizen shall require passage of all required exams. The required exams and scores are identified in the directory located on the WVDE website. Upon passage of the required exams, the applicant shall follow the renewal provisions stipulated in section 17.3.

17.5. Permit for Exchange/Visiting Teachers. Non-United States Citizen - Exchange/Visiting teachers who are non-United States citizen who participate in a program or exchange recognized and/or approved by the WVDE will be granted a non-renewable Permit for Exchange/Visiting Teachers based upon

verification from the partnering organization that the applicant has completed the equivalent of an approved educational personnel preparation program in the United States and in a specialization offered in West Virginia (see Appendix A), with or without the required tests in pre-professional skills, content and/or professional education, or that the applicant holds the necessary credentials in another country to teach in the public schools of that country, and that the applicant has completed a degree equivalent to the required degree level in the United States. Acceptable verification may include a letter of eligibility from the partnering organization or agency and/or a report from an official foreign credential evaluation agency.

17.6. Validity Period. The Permit for Exchange/Visiting Teachers. Non-United States Citizen shall be valid for three years and may be renewed one time.

17.7. Renewal of Permit for Exchange/Visiting Teachers. To renew the Permit for Exchange/Visiting Teachers, six semester hours of appropriate college/university coursework related to the public school program shall be completed subsequent to the issuance of the Permit for Exchange/Visiting Teachers and within the five-year period immediately preceding the date of application, unless the applicant holds MA+30 or higher, or has reached 60 years of age.

#### **§126-136-18. Appropriate Assignments According to License.**

18.1. Assignment of an Educator. An educator who is employed within the public school system of the state shall hold a valid license for the specializations and grade levels to which assigned (W. Va. Code §18A-3-2).

18.2. Assignment One Grade Above or Below. Effective July 1, 1998, professional personnel newly assigned to a position will not be allowed to teach one grade level above or below the grade levels reflected on their license unless the educator was granted an Authorization under previous policy. The Authorization shall be valid in any county in West Virginia.

18.3. Adult Programs. An educator working in a program for adults must hold a valid certification for the area(s) of specialization.

18.4. Home/Hospital Instruction. An educator providing temporary home teaching or visiting teacher services, whether regular and/or special education, must hold a teaching license with an endorsement appropriate to the grade level of instruction. Home/hospital instruction for an eligible student with exceptionality requires that the special education teacher who is implementing the student's special education services in the student's Out-of-School Environment placement must hold a teaching license with an endorsement in the area of the student's primary exceptionality.

18.5. Curriculum Enrichment. An individual may provide, by reason of educational or practical background and employment records, curriculum enrichment on a part-time or temporary basis in highly specialized areas. These program areas include the performing arts, professions, and CTE specializations. The West Virginia county board of education may utilize such personnel in accordance with a locally adopted policy provided such personnel do not replace a licensed educator.

18.6. Assignment of Elementary or Multi-subjects Teachers. An educator newly assigned to teach in a departmentalized seventh and/or eighth grade setting beginning with the 2000-2001 school year must be certified in the content specialization for the educator's assignment. An educator assigned to teach in

a departmentalized seventh and/or eighth grade setting prior to the 2000-2001 school year must hold the content specialization for the educator's assignment or hold the appropriate permanent authorization granted under previous policy provisions. An elementary education or multi-subjects teacher may be assigned to departmentalized setting below seventh grade without a content area specialization.

18.7. Assignment of Long-Term Substitutes. A person who holds a Long-Term Substitute Permit may serve as a short-term substitute in any teaching area or may serve in a position for more than 30 consecutive instructional days in the endorsement area reflected on the Long-Term Substitute Permit.

18.8. Assignment of Short-Term Substitutes. A substitute who fills a position for 30 consecutive instructional days or fewer (short-term) may substitute in a specialization not reflected on the license. Individuals who hold a Clinical Experience Permit or Long-Term Year-Long Residency Permits may serve as substitutes once they complete the necessary requirements as per Policy 5100.

18.9. Assignment of SLP, Speech and Hearing Therapists. An educator who holds licensure as a speech/language pathologist, grade K-12, speech and hearing therapy, grades 1-2, may be assigned to provide services to students, pre-k-Adult, provided the educator secures an Authorization for grades pre-k-Adult.

18.10. Assignment of English as a Second Language Teacher. An English as a Second Language (ESL), teacher may: deliver the instructional support to the student with English Learners (EL), whose assessment indicates the instructional goals and objectives can be delivered in the regular education program with support for the ESL teacher; and/or provide support to the regular classroom teacher by assisting in the modification of the curriculum, methods, and material to accommodate the EL student who is included in the regular education program; or deliver the state-approved content standards in the general education program or alternative language program to students with severely limited English proficiency when the student's assessment indicates the student will benefit by a placement that provides one-on-one and/or small group instruction, and modification of the curriculum, methods, materials and techniques or concentrate on the development of the EL student's reading, writing, listening, and speaking skills. When the ESL teacher delivers the state-approved content standards in the general education program, the educator must collaborate with the appropriate teachers to ensure that the EL student receives the state-approved content standards in the general education program.

18.11. Assignment of School Nutrition Director. Beginning with assignments made for the 2002--2003 school year, an individual assigned as a School Nutrition Director must hold a temporary authorization endorsed for School Nutrition Director.

18.12. Assignment of Adult Basic Education Teachers. Persons assigned as an Adult (Basic) Education Teacher must hold a valid Adult License endorsed for Adult Basic Education; or a Professional Teaching Certificate, or its equivalent.

18.13. Assignment of Speech Assistant. The Speech Assistant shall conduct only specific components of a speech and language delivery program under the direction and guidance of a certified SLP. Speech Assistants may execute only those tasks that are within their scope of responsibilities and that they have training and expertise to perform as determined by the WVDE Office of Special Education provide they secure the appropriate authorization. A Speech Assistant may be employed only in the event that on fully West Virginia-certified SLP applied for the vacant position. (Refer to section 11.1 for the requirements for a First-Class/Full-Time Permit for individuals who have enrolled in a state-approved Speech Language



Pathology program and who have completed 25 percent or six semester hours of the program. Refer to section 11.2 for requirements for the renewal of the First-Class/Full-Time Permit for Speech Language Pathology.)

18.14. Assignment of Preschool Special Needs Teachers. An educator who holds a certificate endorsed for preschool special needs, preschool handicapped, or developmentally delayed reflecting a pre-k-K programmatic level may be assigned as the teacher of record in a regular pre-k classroom, however, may not be assigned as the teacher of record in a kindergarten classroom (W. Va. Code §18-20-1a).

18.15. Assignment of Special Education Teachers. Teachers assigned to serve students with exceptionalities in mentally impaired, emotional/behavior disorders, specific learning disabilities, vision impaired, or deaf and hard of hearing in grades 7-12 or 5-12 may be assigned to serve students in grades 7-Adult or 5-Adult. Those teachers assigned to serve students with exceptionalities in mentally impaired, emotional/behavior disorders and/or specific learning disabilities in grades 1-12 or K-12 may be assigned to service students in grades K-Adult. Those teachers assigned to serve students with exceptionalities in vision impaired or deaf and hard of hearing in grades 1-12 or K-12 may be assigned to service students in grades pre-k-Adult. All programmatic level changes listed in this section require the teacher to apply for and to be granted the appropriate licensure from the WVDE.

18.16. Assignment of School Nurse School Nurses assigned to serve students in grades 1-12 may be assigned to serve students in grades pre-k-Adult provided the nurse applies for, and is granted the appropriate licensure from the WVDE. The school health service assignments/duties for the Full -Time/First-Class Permit, Professional Student Support Certificate and Authorization for School Nurse may comprise the full scope of responsibilities as outlined in W. Va. Code §18-5-22 and 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures.

18.16.a. The School Nurse assignment on a Long-Term Substitute Permit does not permit the individual to substitute teach in any other area other than School Nurse unless the requirements in section 11.7.c.1 have been satisfied.

18.17. Assignment to Positions for Which No Specific Endorsement is Required. Positions in instructional areas including, but not limited to theatre, dance, and computer science require no specific endorsement as referenced in the West Virginia Education Information System (WVEIS) course code manual, but do however, require the position to be filled by a person who holds a Professional Teaching Certificate for the appropriate programmatic level.

18.18. Assignment of Technology Integration Specialist. An individual assigned as a Technology Integration Specialist must hold a Technology Integration Specialist Advanced Credential or a Temporary Authorization endorsed for Technology Integration Specialist.

18.19. Assignment of an Athletic Coach. An individual assigned as an Athletic Coach (paid or volunteer) must hold a valid Coaching Authorization; or a Professional Certificate (Teaching, Student Support, Administrative); or Long-Term or Short-Term Substitute Permit (for a teaching area); or a JROTC Authorization, or a CTE certificate. A county board of education may not employ an applicant in good faith on the anticipation that the individual is eligible for a certificate.

18.20. Assignment of an Athletic Trainer. An individual assigned as an Athletic Trainer must hold a

valid Athletic Trainer Authorization. An individual serving as an athletic trainer may not have simultaneous coaching responsibilities in the same sport. It is the responsibility of the athletic trainer to determine whether or not an injured student athlete participates in a game or practice.

18.21. Assignment of an Authorized Limited Football Trainer. An individual assigned as a Limited Football Trainer must hold a valid Limited Football Trainer Authorization. An individual serving as a limited football trainer may not have simultaneous coaching responsibilities in the same sport. It is the responsibility of the limited football trainer to determine whether or not an injured student athlete participates in a game or practice.

18.22. Assignment of a Temporary Coach or a Temporary Athletic Trainer. In the event the assigned Athletic Coach or Athletic Trainer is not available to be present, the county may assign one time only during the coaching/Athletic Trainer assignment season for that sport/activity, an individual with a medical background that may include, but is not limited to: chiropractor, physical therapist, RN, licensed practical nurse, physician's assistant, paramedic, occupational therapist, or emergency medical technician to fulfill the duties of the Coach or Athletic Trainer for no more than three consecutive days.

18.23. Assignment of CTE Director. Beginning with assignments made for the 2022-2023 school year, an individual assigned as a CTE Director must hold the authorization endorsed for CTE Administrator.

#### **§126-136-19. Special Education.**

19.1. The Gifted Education specialization shall be granted only to individuals who hold a Professional Teaching Certificate. The endorsement shall be issued for the 1-12 grade levels. Individuals who previously were issued a Gifted Education endorsement for only those grade levels that appeared on their General Education or CTE Certificates may request the 1-12 grade level endorsement by submitting the appropriate application to the WVDE.

19.2. Consultative Special Education Teacher. A special education teacher may serve in a consultative role to content certified and general education teachers who are providing direct initial instruction to special education students. The consultative special education teacher must meet state certification requirements with the appropriate endorsement in special education in the area of the served student's primary exceptionality.

19.2.a. Duties of Consultative Special Education Teacher. The duties of a consultative special education teacher may include: reviewing and re-teaching prerequisite skills; organizing previously introduced material; reinforcing previously introduced material; adapting curricula for easier access; assisting with long-term assignments; targeting learning strategies to ensure content knowledge acquisition; and modifying assessment(s) in accordance with the individualized education plan. The consultative special education teacher is not the teacher of record for students to whom the educator is providing services.

#### **19.3. Alternative Option for Additional Endorsement in Special Education.**

19.3.a. Additional Endorsement in Autism. An individual who holds a Professional Teaching Certificate endorsed in Emotional/Behavior Disorders, Multi-Categorical Special Education, Mental Impairment (Mild/Moderate), Severe Disabilities or Pre-School Special Needs or the equivalent to these endorsements as previously defined in this policy may receive an additional endorsement in Autism

provided they make application and successfully complete six semester hours of coursework in Autism from a regionally accredited IHE as defined in section 19.3.a.1.

19.3.a.1. Field Experience. Effective July 1, 2012, a minimum of 50 percent of three of the six semester hours of coursework must be comprised of field-based experiences or applicant must provide written verification of a minimum of 30 hours of field-based experiences serving students with Autism.

19.3.a.2. Restricted Content Endorsement. Individuals applying for or holding a First-Class/Full-Time Permit or Out-of-Field Authorization endorsed in Emotional/Behavior Disorders, Multi-Categorical Special Education, Mental Impairment (Mild/Moderate), Severe Disabilities, or Pre-School Special Needs or the equivalent to these endorsements as previously defined in this policy may receive a restricted Content Endorsement in Autism if they are enrolled in or have completed the six semester hour coursework described in section 18.3.a and provide the required verification or individuals holding a professional teaching certificate endorsed for one of the areas identified above enrolled in the six semester hours of coursework for Autism as described in section 18.3.a.

#### **§126-136-20. Athletic and Limited Football Trainer.**

20.1. General Requirements. Each county board of education shall employ a registered athletic trainer(s) or an individual(s) with limited football trainer authorization to serve during football practices and games for grades 9, 10, 11, and 12. Schools containing grades 9, 10, 11, and 12 that do not have an athletic trainer or an individual with limited athletic trainer authorization may not participate in football practices and games. Each county is encouraged to employ an athletic trainer for football practices and games for grades 5, 6, 7, and 8. County superintendents are encouraged to assign an athletic trainer to work with other school athletic programs. Applicants must meet the applicable general requirements for licensure in section 9 of this policy. A county may not employ an applicant in good faith on the anticipation that the applicant is eligible for a certificate. The Athletic and Limited Football Trainer Authorization will be effective for the Employment Start Date listed on the application or the date that the application was received by the WVDE, whichever occurs last.

20.2. Athletic Trainer Authorization. The authorization endorsed for Athletic Trainer may be issued to an individual who is certified as an Athletic Trainer through the Board of Certification, Inc. for Athletic Trainers, and who has registered with the West Virginia Board of Physical Therapy. The Authorization may be reissued annually upon application to the WVDE with documentation of valid West Virginia Board of Physical Therapy registration and the recommendation of the employing county superintendent. Additionally, these individuals must attend the Athletic Trainer workshop.

20.3. Limited Football Trainer Authorization. In the event, that a county board of education cannot obtain an Athletic Trainer, the affected county board of education may employ an individual with a medical background that may include, but is not limited to: chiropractor, physical therapist, RN, licensed practical nurse, physician, physician assistant, paramedic, occupational therapist, emergency medical technician, or nurse practitioner. The individual employed must complete the requirements to receive a Limited Football Trainer Authorization and must present a copy of a high school diploma or state -approved high school equivalency.

20.3.a. County boards of education must post a position for an Athletic Trainer with a closing date prior to the ~~West Virginia Secondary School Activities Commission (WVSSAC)~~ season start date for fall sports. If no authorized or authorization-eligible Athletic Trainer can be employed, the county may

employ an individual from the list of health care professionals listed in section 19. The county, along with the candidate, must complete the appropriate WVDE application for licensure; submit a copy of a high school diploma or state approved- high school equivalency; submit documentation of a valid health care provider license; and provide documentation of having completed an athletic trainer workshop/clinic sanctioned by the WVSSAC; or provide assurance that the individual being hired will attend the Athletic Trainer workshop as per WVSSAC guidelines.

20.3.b. Renewal of the Limited Football Trainer Authorization. The Limited Football Trainer Authorization may be reissued annually upon application to the WVDE with documentation of a valid health care provider license and the recommendation of the superintendent of the employing county.

20.4. Student Support Certificate for Athletic Trainer. Student Support Certificates for Athletic Trainer that were issued prior to July 1, 2011, may be renewed in accordance with renewal requirements for professional student support certificates, as described in section 10. No Initial Professional Student Support Certificates for Athletic Trainer will be issued after July 1, 2011.

20.5. It shall be the duty of the county superintendent who knows of any act(s) on the part of any licensed athletic trainer or limited football trainer for which a certificate may be revoked to report the same together with all facts and evidence to the State Superintendent. Acts of misconduct committed by licensed athletic trainers also must be reported to the West Virginia Board of Physical Therapy and other licensing entities as appropriate.

#### **§126-136-21. Additional Endorsement(s) for Existing License.**

21.1. Criteria for Adding an Endorsement(s) to an Existing License. For an individual who already holds a West Virginia Professional Certificate, the applicant must: obtain a 2.50 GPA in the area(s) for which additional licensure is being requested. If adding endorsement based on program completion at a West Virginia EPP, applicant must meet the criteria specified in Policy 5100. Applicants completing program outside of West Virginia must receive the recommendation of the eligible out-of-state program. All applicants completing programs must meet testing requirements for the new content specialization if a test is available.

21.2. For issuance of an Additional Endorsement Based on Content Proficiency. An individual who already holds a valid West Virginia Professional Teaching Certificate excluding the Provisional ~~Alternative Provisional Certificate Teaching Certificate~~ may add an additional area of certification upon submission of a passing score on the appropriate content area test effective in current policy required of other teachers for certification in that area, and successfully completing the WVDE-approved methodology coursework. If no test is required, the professional educator must complete an approved program to add an endorsement. Exemptions identified in section 10.4.c.1 do not apply to the additional endorsement based on content proficiency.

21.3. Exceptions. An additional endorsement based on content proficiency as stated in section 21.2 may not be added to a Professional Student Support Certificate or Professional Administrative Certificate or any Alternative Provisional Certificate.

21.4. For issuance of an Additional Endorsement for Driver Education. The applicant must comply with:

21.4.a. the requirements of section 10; and

21.4.b. complete an approved preparation program in driver education; and

21.4.c. have a valid West Virginia Professional Certificate ~~that includes grades 9-12 or 9-Adult;~~  
and

21.4.d. have held a valid motor vehicle operator's license for the past ~~three~~ five years without interruption; and

21.4.e. provide evidence of a satisfactory driving record by submitting a certified copy of the applicant's driving record from the DMV in each state where the applicant has been licensed during the past ~~three~~ five years; and

21.4.f. has not accumulated nine or more points on the applicant's driving record from a DMV at any time during the past three five years; and ~~has not been convicted of and/or had a DMV suspension or revocation of license, on a charge of operating a motor vehicle while under the influence of alcohol, controlled substances, any other drugs or the combination thereof, or by clear and convincing evidence, including but not limited to, positive breath or blood test or field sobriety results, has not operated a motor vehicle under the influence of same; and has completed training in defensive driving. Waivers are not applicable to this section of policy; or~~

21.4.g. has not been convicted and/or had a driving suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs, or the combination thereof; or by clear and convincing evidence, including but not limited to, and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as a positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or driving license suspension or revocation.

21.4.h. Waivers are not applicable to section 21.4.

~~21.4.a. An individual who already holds a valid West Virginia Professional Teaching Certificate may add an additional endorsement in driver education provided the individual makes application and provides evidence of the following: has held a valid motor vehicle operator's license for the past five years; is in good health and free from impairments that would adversely affect the safety of pupils and the general public; has a satisfactory driving record confirmed and approved through the West Virginia Department of Public Safety and/or Division of Motor Vehicles (DMV); has not accumulated more than nine points on the individual's DMV record at any time during the past five years; has not been convicted and/or had a DMV suspension or revocation of license on a charge of operating a motor vehicle while under the influence of alcohol, controlled substance, any other drugs or the combination thereof and has not operated a motor vehicle while under the influence of same as established by a preponderance of evidence, such as positive breath or blood test, or field sobriety test, notwithstanding the lack of a conviction or DMV suspension or revocation; completes an orientation program approved by the WVDE; completes a defensive driving training; completes the approved WVDE e Learning coursework and orientation program; and completes a field driving component under the supervision of a certified driver's education teacher.~~

21.5. For issuance of additional CTE endorsements refer to the West Virginia CTE Endorsement and

Testing Manual and section 10.10.e.

21.6. For issuance of an Additional Endorsement in ASL. An individual who holds a Professional Teaching Certificate may add an additional endorsement in ASL provided they make application and provide evidence of a qualifying score on the WVBE-required exam as listed in the Licensure Testing Directory.

21.7. For issuance of an Additional Endorsement in Chinese. An individual who already holds a West Virginia Professional Certificate endorsed in a programmatic level and area listed in Appendix A, may add an endorsement in Chinese provided that they make application and provide evidence of completion of an approved program as stated in section 21.1 or provide evidence of successful completion of a proficiency based- Chinese language learning and certificate program for teachers and who score at minimum at Level V on the Hanyu Shuiping Kaoshi proficiency test.

21.8. For issuance of an Additional Endorsement to a valid West Virginia Professional Administrative Certificate. Individuals who currently hold a valid West Virginia Professional Administrative Certificate and complete an approved program to add an endorsement for either Principal, Superintendent, or Supervisor of General Instruction, may apply with the recommendation of the institution and either submit passing scores for the current WVBE-required exam as per WVBE policy, or applicants who successfully completed a previously required WVBE exam for Administration may use a minimum of five years of administrative experience in an endorsement area on their Professional Administrative Certificate to satisfy the examination requirement; or

21.8.a. For issuance of an Additional Endorsement for Superintendent to a valid West Virginia Professional Administrative Certificate. Individuals who currently hold a valid West Virginia Professional Administrative Certificate and either complete an approved program to add a Superintendent endorsement with the recommendation of the institution or complete the WVDE New and Aspiring Superintendent Leadership Training and have a minimum of verified 10 years of administrative experience at a county or school level, may apply for the additional endorsement. Applicants must either have the WVBE-required exam passing scores on file as required for the Administrative Certificate when first issued or provide current WVBE -required exam as per WVBE policy.

#### **§126-136-22. Salary Classifications for Educators.**

22.1. State Minimum Salary (W. Va. Code §18A-4-2). The intent of advanced salary classifications is to recognize educators for completing college/university coursework which will contribute to the improvement of instruction or other services in the public schools. The legal basis for these regulations are W. Va. Code §18A-4-1 and §18A-4-4.

22.2. Advanced Salary Classification for Teaching, Student Support, or Administrative Certificates or equivalent. The following governing principles shall apply: the advanced salary classifications recognized by the licensing agency are BA+15, MA, MA+15, MA+30, MA+45 and doctorate. These classifications are defined in section 4.

22.2.a. All college/university coursework used for advanced salary purposes must be completed at an accredited IHE except that coursework completed for a CTE advanced salary classification recognized on the CTE Certificate must have been completed at a regionally accredited IHE. Equivalent certificates are defined in section 4.

22.2.b. Graduate coursework completed after July 1, 1994, shall be related to the public school program, as defined in section 9.10.g, and as follows: any course offering included in a degree program in the field of education; content and/or professional education coursework related to the current licensure; content and/or professional education coursework required for an additional endorsement held; professional learning/special topics coursework approved by the licensing agency; coursework identified in the personnel evaluation process; coursework related to technology for education; and/or coursework related to the mission and goals of the WVBE. Undergraduate level coursework for advanced salary purposes shall be related to the public school program, as defined in section 9.10.g.

22.2.c. Duplicate credit shall not be accepted for advanced salary purposes.

22.2.d. An individual who holds a professional certificate or equivalent and also holds an MA based on fewer than 30 semester hours of credit may qualify for the MA+15, MA+30, MA+45 advanced salary classification by completing 15, 30, or 45 semester hours of college/university credit respectively, beyond the degree requirements. All college/university coursework hours verified as completed toward the MA must appear on the official college/university transcript, or the foreign credential evaluation.

22.2.e. An individual employed on a permit in a specialization which requires completion of an MA program for the Initial Professional Student Support or Administrative Certificate or equivalent may be granted a BA+15 salary classification upon completion of 15 semester hours of coursework leading to the MA in the specialization for which the permit is issued. Other permits and authorizations are granted the required degree recognition only. Advanced degree level recognition is not allowable on permits or authorizations under W. Va. Code §18A-4-1. Equivalent certificates are treated as professional equivalents and therefore are allowable for advanced salary.

22.2.f. Fifteen semester hours of undergraduate level credit from a regionally accredited IHE may be utilized for an advanced salary classification if such hours are related to the public school program as defined in section 9.10.g. Undergraduate level coursework must be completed after the issuance of the specialization on the Professional Teaching, Student Support, or Administrative Certificate. Undergraduate level coursework must be earned on or after July 1, 1984, and after the issuance of the Initial Professional Teaching, Student Support, or Administrative Certificate, to be eligible for advanced salary classification.

22.2.g. Upon appropriate application to the WVDE, the effective date of any advanced salary is limited to the date that all requirements were completed as verified on an official college/university transcript, but not exceeding three months prior to the date the application is received by the WVDE, as defined in section 9.7.

22.2.h. Expired certification is ineligible for issuance of an advanced salary or advanced degree level. The certification must be valid for issuance of any advanced salary or advanced degree level.

22.3. Salary Classification for the CTE Permit or Certificate. ~~The basic salary for the holder of a CTE Permit or CTE Certificate shall be based on a BA unless the permit or certificate is issued on the basis of an MA or doctoral degree in which case the salary will be at the appropriate degree level.~~ The basic salary for the holder of a CTE Permit shall be based on a vocational salary of BA, while the salary for the holder of a CTE Certificate may reflect a higher vocational salary level based on degrees earned and/or coursework completed. The CTE advanced salary classifications are recognized only on the CTE Certificate.

Advanced salary classifications for the CTE Certificate may not exceed a classification of MA+45. The CTE advanced salary classifications for an educator whose CTE Certificate is not based on a degree include CTE BA+15, CTE MA, CTE MA+15, CTE MA+30, and CTE MA+45. These salary classifications are defined in section 4.

22.3.a. A CTE educator who received an advanced salary classification under previous provisions shall qualify for additional salary classifications by completing 15 semester hours of additional college coursework through a regionally accredited IHE for each new salary classification.

22.3.b. Six semester hours of college/university coursework in the teaching specialization update are required for each advanced salary classification for a CTE educator. A maximum of six semester hours of teaching specialization update coursework is acceptable for each advanced salary classification.

22.3.c. An educator who holds a permanent CTE Certificate may qualify for the MA+30 salary classification based on the awarding of a BA from a regionally accredited IHE. An educator who holds a permanent CTE Certificate may qualify for the MA+45 salary classification based on the awarding of a BA and 15 semester hours of graduate credit from a regionally accredited IHE or based on the awarding of a MA.

22.3.d. An educator who is not pursuing a degree and who is requesting a CTE advanced salary classification must select semester hour coursework from a regionally accredited IHE as approved by the designated official at the WVDE Office of CTE. Approved semester hour coursework must be related to the public school program and may include occupational update credits approved by the WVDE.

22.3.e. Recommendation. Receive the recommendation from the designated official at WVDE.

### **§126-136-23. Fee Reimbursements and Salary Supplements.**

#### **23.1. Tuition Reimbursement for License Renewal or Shortage Areas.**

23.1.a. As stated in W. Va. Code §18A-3-3a, an educator applying for tuition reimbursement must meet the following criteria: holds either a valid West Virginia Teaching, Student Support, or Administrative Certificate or First Class Permit for full-time employment and is seeking an additional endorsement in a shortage area, and either resides in the state or is employed regularly for instructional purposes in a public school in the state; or is seeking certification renewal, and has a continuing contract with a county board of education. Reimbursement is dependent upon the amount of legislative funding granted.

23.1.b. Limitations. Reimbursement is limited to the cost of tuition, registration and other required fees only for appropriate college/university coursework used for license renewal or for coursework in a verified shortage area. Reimbursement for an educator who attends an out-of-state IHE as described in W. Va. Code §18A-3-3a(d)(2), or a private IHE may not exceed the amount of the highest corresponding tuition charged at a West Virginia state-supported IHE. Reimbursement for coursework completed towards certification renewal is limited to 15 semester hours of courses for any educator. Reimbursement for coursework completed in a shortage area is limited to 15 semester hours of courses for any educator. The reimbursement for coursework completed in an area of critical shortage has been legislatively prioritized, as described in W. Va. Code §18A-3-3a(f). For reimbursement of shortage area coursework, the shortage area must be verified by the county of employment. The educator must have



completed the appropriate IHE coursework with a minimum 3.00 GPA.

23.1.c. Reimbursement Schedule. A request for tuition reimbursement must be received by the WVDE between July 1 and June 15 of each fiscal year for coursework completed during that fiscal year. Tuition reimbursement is provided first-come, first-served, for limited funds. Coursework completed prior to the July 1 start of a fiscal year will not be considered for state tuition reimbursement.

23.1.d. Third-Party Reimbursement. An educator who receives a tuition and/or fee waiver shall not be entitled to reimbursement by the WVDE for the tuition/fees covered by the subsidy. Only expenses incurred personally by the educator shall be reimbursable.

## 23.2. Reimbursement for National Board for Professional Teaching Standards (NBPTS) Certification.

23.2.a. The purpose of this reimbursement is to recognize and reward public school classroom teachers, as defined in W. Va. Code §18A-1-1, who achieve certification through the NBPTS, and to provide financial assistance to those classroom teachers who participate in this rigorous program.

23.2.b. Limitations. The number of teachers reimbursed in any fiscal year is dependent upon the legislative funding amount granted for that fiscal year.

23.2.c. Third-Party Reimbursement. A classroom teacher who receives a subsidy from the NBPTS or any other third part payer shall not be entitled to reimbursement by the WVDE for those fees covered by the subsidy. Only expenses incurred personally by the candidate shall be reimbursable.

23.2.d. Reimbursement Schedule. For initial NBPTS board certification, a classroom teacher may be reimbursed only once for enrollment in and once for completion of the NBPTS Certification Program. Program completion shall be defined as the completion of four components as verified by the NBPTS. Program completion must occur within the general timeframe allowable by the NBPTS unless an extension for program completion is granted by the NBPTS. For NBPTS board certification ~~renewal~~ Maintenance of Certification (MOC), each teacher who ~~renews~~ successfully maintains the NBPTS certification shall be reimbursed for the NBPTS ~~renewal~~ MOC fees, upon application to the WVDE.

23.2.e. Procedures for Obtaining NBPTS Fee Reimbursement and Salary Supplement. A classroom teacher who enrolls in the NBPTS Certification Program may submit a request for reimbursement of one-half of the total program fee by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: verification of payment of the first two components and registration fee for which reimbursement is requested; and documentation that the candidate is enrolled in the NBPTS Certification Program; and other documentation as required. A classroom teacher who completes and submits all four components and other program requirements to the NBPTS for final scoring may submit a request for reimbursement of the remaining one-half of the fee for completion by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: verification of payment of the remaining two components and registration fee for which reimbursement is requested; and documentation that the teacher has completed and submitted all four components and other program requirements to the NBPTS for final scoring as verified by the NBPTS; and other documentation as required.

23.2.f. A classroom teacher who achieves NBPTS Certification may request reimbursement of actual expenses incurred for non-durable goods as listed under federal Internal Revenue Service (IRS)

guidelines, up to a maximum of \$600.00, by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: documentation that the teacher has achieved NBPTS board certification, as verified by the NBPTS; and original receipts for the expenses incurred; and other documentation as required. Any subsidy funding received by the teacher for retake fees is considered as partial or complete payment of the \$600.00 amount allowable for actual expenses incurred.

23.2.g. Reimbursement for NBPTS program fees shall be processed in the following stages in accordance with the provisions of W. Va. Code §18A-4-2a(d): one-half the certification fee shall be paid for reimbursement once to each teacher who enrolls in the program for NBPTS certification; and one-half the certification fee shall be paid for reimbursement once to each teacher who completes and submits all four components and other program requirements to the NBPTS for final scoring; and teachers who achieve NBPTS board certification may be reimbursed a maximum of \$600.00 for expenses actually incurred while completing the certification process, with any subsidy funding received to be considered as partial or complete payment of this amount. Additionally, ~~renewal~~ MOC fee reimbursement is available for each successful ~~renewal~~ MOC of the certification as verified by the NBPTS. A request for fee reimbursement must be received by the WVDE no later than June 15 of any fiscal year.

23.2.h. A classroom teacher who achieves NBPTS Certification shall be granted an annual salary supplement of \$3,500.00 for the life of the certificate, up to ~~105~~ years for any one certificate, providing that the appropriate application is submitted to the WVDE along with the documentation that the teacher has achieved NBPTS Certification and is appropriately employed as a classroom teacher. The payment shall be in addition to any amounts prescribed in the applicable state minimum salary schedule, shall be paid in equal monthly installments, and shall be considered a part of the state minimum salaries for teachers. A classroom teacher who ~~renews the~~ successfully completes NBPTS MOC Certification must re-apply to the state for a salary supplement renewal. The state salary supplement expires at the same time the NBPTS board certification expires.

23.3. Reimbursement for Professional Personnel with Recognized National Certification in Speech Language Pathology, Audiology, Counseling, School Psychology, and School Nursing General Criteria.

23.3.a. The purpose of this reimbursement is to recognize and reward certain professional personnel, as defined in W. Va. Code §18A-1-1, who hold advanced certification by the ASHA, the National Board of Certified Counselors (NBCC) the West Virginia Board of Examiners in Counseling (WVBEC), the National Association of School Psychologists (NASP), or the National Board for Certification of School Nurses (NBCSN), and who meet other eligibility criteria as defined in W. Va. Code §18A-4-2b by providing a statewide salary supplement for these professional personnel employed in the public schools as SLPs, audiologists, counselors, school psychologists or school nurses. Additionally, this reimbursement is to recognize and reward eligible SLPs, audiologists, counselors, school psychologists or school nurses obtaining advanced certification by providing reimbursement of the remainder of the application fee plus other expenses actually incurred toward attainment of the advanced certification.

23.3.b. Limitations. The number of SLPs, audiologists, counselors, school psychologists or school nurses eligible for an annual salary supplement shall be limited to no more than one 115 combined total for the fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by verification of the length of time that advanced certification has been held, the length of time that West Virginia certification in the endorsement area has been held, and the total months of work experience completed in the endorsement area. In addition, the number of SLPs, audiologists, counselors, school psychologists or school nurses

eligible, upon attainment of the advanced certification, for reimbursement of the remainder of the application fee plus other expenses actually incurred toward attainment of the certification shall be limited to no more than 115 combined total for the first fiscal year beginning July 1, 2008, with an additional 115 allowable each fiscal year thereafter. The eligible professional personnel shall be determined each fiscal year by verification of the length of time that advanced certification has been held, the length of time that West Virginia certification in the endorsement area has been held, and the total months of work experience completed in the endorsement area. The total number of professional personnel reimbursed in any fiscal year is dependent upon the legislative funding granted for that fiscal year, but shall not exceed 115 in any fiscal year. Additionally, recognition of only one advanced certification shall be allowed for any applicant for the purpose of obtaining the fee reimbursement and/or the salary supplement.

23.3.c. Reimbursement Schedule. Beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 who hold advanced certification by ASHA, NBCC, WVBEC, NASP, or NBCSN, and who are employed in the West Virginia public schools, shall be granted an annual salary supplement of \$2,500.00 for the life of the advanced certification, or for 10 years for any one certification, whichever first expires, with an additional 115 professional personnel allowable each fiscal year thereafter. Additionally, beginning July 1, 2008, 115 professional personnel as defined in W. Va. Code §18A-1-1 are eligible for reimbursement of one-half of the fee for advanced certification upon enrollment, and upon attainment of the advanced certification are eligible for reimbursement of the remaining one-half of the fee, plus other expenses actually incurred which are not to exceed \$600.00 maximum, toward attainment of the advanced certification, maximum with reimbursement for an additional 115 professional personnel allowable each fiscal year thereafter.

23.3.d. Applications will be accepted from January 1 through September 15 each year for processing for SLPs, audiologists, counselors, school psychologists and school nurses. Applications received after the annual September 15 deadline through the following January 1 will be denied for reimbursement or salary supplement. Beginning January 1 of each year, applications received by the September 15 deadline for that year will be reviewed and ranked according to the criteria defined in this section to identify the 115 additional applications eligible for payment during that year. These criteria include: total months that board certification has been held; total months of employment in a school system as a SLP, audiologist, counselor, school psychologist or school nurse; and total months that West Virginia certification as a SLP, audiologist, counselor, school psychologist or school nurse has been held. Only applicants who are employed in the West Virginia public school system as a SLP, audiologist, counselor, school psychologist or school nurse at the time of application are eligible for this reimbursement or salary supplement.

23.3.e. Procedures for Obtaining Fee and Expenses Reimbursement and/or Salary Supplement for National Certification in Speech Language Pathology, Audiology, Counseling, School Psychology or School Nursing. Eligible professional personnel who enroll in or complete the initial ASHA, NBCC, WVBEC, NASP, or NBCSN certification may submit a request for reimbursement of one-half of the fee for enrollment and one-half of the fee for completion, and up to a maximum of \$600.00 for extra expenses incurred for the initial certification, as allowable under federal IRS guidelines, by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: appropriate verification of payment of the advanced certification application fee(s); and verification that the applicant is enrolled in or has completed the advanced certification process; and a copy of the ASHA, NBCC, WVBEC, NASP, or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification, if applying for completion or extra expenses incurred fees; and

receipts for allowable expenses actually incurred, if applicable; and verification of the criteria listed in section 23; and other documentation as required.

23.3.f. Eligible professional personnel who complete advanced ASHA, NBCC, WVBEC, NASP, or NBCSN certification may submit a request for the annual salary supplement by submitting the appropriate application to the WVDE with the appropriate documentation, which includes: a copy of the ASHA, NBCC, WVBEC, NASP, or NBCSN advanced certificate and other official documentation, as needed, verifying the issuance and expiration dates of the advanced certification; verification of the criteria listed in section 23; and verification of current employment in the West Virginia public schools as a SLP, audiologist, counselor, school psychologist, or school nurse.

#### **§126-136-24. Advanced Credentials.**

24.1. Advanced Credentials are awarded to educators for completing professional learning, coursework, and/or testing that exceeds the requirements for a professional certificate. Endorsements identified as Advanced Credentials have unique and specific requirements for the initial issuance and subsequent renewal. Advanced Credentials may be required for employment.

24.2. Validity Period. The validity period of each Advanced Credential will differ. Any Advanced Credential that is not issued on a permanent basis shall expire on June 30 in the year in which it is set to expire. An Advanced Credential issued on a permanent basis shall remain as such provided the Professional Teaching Certificate remains valid and the Advanced Credential is not surrendered, suspended, or revoked.

24.3. Conditions of Issuance. The applicant for an Advanced Credential must submit evidence of satisfying the specific conditions for issuance for the specialization for which the Advanced Credential is requested.

24.4. Types of Advanced Credentials. Advanced Credentials shall be recommended to the WVBE by the WVDE for approval. Upon approval by the WVBE, the WVDE may begin to issue the Advanced Credential to eligible applicants.

24.4.a. Technology Integration Specialist. The Technology Integration Specialist serves public schools in an instructional support capacity. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate, or an Adult License endorsed for Adult Basic Education as described in section 10.8; completes training as required by the employing county; and receive the recommendation of the county superintendent. The Technology Integration Specialist Advanced Credential shall be issued on a permanent basis and shall remain as such provided the Professional Teaching Certificate remains valid and the Advanced Credential is not surrendered, suspended, or revoked.

24.4.b. Advanced Placement Teacher. The Advanced Placement teacher delivers instruction in college-level courses, approved by the College Board, in the high school setting. The Advanced Credential endorsed for the Advanced Placement Teacher is required for licensure when a job posting requires the Advanced Placement credential, is valid for a period of three years, and shall expire on the June 30 in the year in which is set to expire. The applicant for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; successfully complete the Advanced Placement Course Audit required by the College Board; and receive the recommendation of the county

superintendent and complete any one of the following:

24.4.b.1. Advanced Placement Institute. Successfully complete a 30-clock hour College Board endorsed Advanced Placement Summer Institute or an equivalent College Board endorsed Advanced Placement Summer Institute offered through the WVDE or an out-of-state provider endorsed by the College Board. All professional learning for the initial Advanced Placement Teacher Advanced Credential must have been completed subsequent to June 1, 2005; or

24.4.b.2. Be accepted by the College Board to read exams and participate in at least one Advanced Placement Exam Reading; or be accepted by the College Board to offer institutes and workshops and deliver at least one course-specific institute or workshop; or successfully serve as a mentor to a novice Advanced Placement teacher; or successfully complete at least three semester hours of coursework directly related to the Advanced Placement course for which licensure is sought.

24.4.b.3. Renewal of Advanced Placement Teacher. The applicant for licensure must submit evidence of successful completion of the requirements identified in section 24.4.b. The requirements for renewal must have been met subsequent to the renewal of the license being renewed and within five years of the date of application.

24.4.c. Personal Finance Education Specialist. The advanced credential endorsed for Personal Finance Education Specialist is awarded upon completion of professional learning offered/approved by the WVDE. The Personal Finance Education Specialist delivers instruction to students in grades K-Adult utilizing the college- and career-readiness standards framework. The Advanced Credential endorsed for Personal Finance Education is valid for a period of three years and shall expire on June 30 in the year in which it is set to expire.

24.4.c.1. The applicant for licensure must submit evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; and successfully complete professional learning on personal finance education provided and/or approved by the WVDE; and document the integration of personal finance education into the core curriculum utilizing the WVDE personal finance instructional model.

24.4.c.2. Renewal of the Personal Finance Education Specialist. The Advanced Credential endorsed for Personal Finance Education Specialist may be renewed upon submission of the following evidence: hold a valid West Virginia Professional Certificate; and completion of professional learning related to personal finance education knowledge, skills, and pedagogy offered/approved by the WVDE or another nationally recognized organization; or successfully complete at least three semester hours of coursework from a regionally accredited IHE and directly related to the field of Personal Finance Education.

24.4.c.3. Permanent Personal Finance Advanced Credential. The Advanced Credential endorsed for Personal Finance Education Specialist may become a permanent Advanced Credential. The applicant for the permanent Advanced Credential endorsed for Personal Finance Specialist must submit evidence of meeting the following criteria: hold a valid West Virginia Professional Certificate; and hold a valid or expired Advanced Credential endorsed for Personal Finance Education Specialist, having renewed it at least one time at the appropriate renewal period; and completion of an additional five days professional learning related to personal finance education knowledge, skills, and pedagogy and offered/approved by the WVDE; and complete at least three semester hours of coursework from a

regionally accredited IHE or its equivalent from West Virginia e-Learning, and directly related to the field of Personal Finance Education.

24.4.d. Business Education. The Business Education Specialist serves public schools in an instructional capacity. The Business Education Specialist Advanced Credential is valid permanently. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate endorsed at a minimum for one of the following: 0710 Marketing Education or 0700 Distributive Education; and completion of 15 clock hours of professional learning approved by the WVDE, and successful completion of assignments related to Business Education programs offered by the WVDE; and receive the recommendation of the county superintendent.

24.4.e. Marketing Education. The Marketing Education Specialist serves public schools in an instructional capacity. The Marketing Education Specialist Advanced Credential is valid permanently. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate; endorsed for one, at a minimum, of the following: 0400 Business Principles; 0419 Business Principles including Business Mathematics; 0500 Secretarial Studies or Occupation Commerce; 0519 Secretarial Studies including Business Mathematics; 0600 Business Education; 0605 Business Education including Business Math; or 0700 Distributive Education; and completion of 15 clock hours of WVDE-approved professional learning and successful completion of assignments related to Marketing Education programs offered by the WVDE; and receive the recommendation of the county superintendent.

24.5. CTE. Permanent advanced credentials for areas of CTE are awarded upon completion of Professional Learning/Coursework identified in the CTE Endorsements and Testing Manual on the WVDE website. The applicant for licensure must provide evidence of completing the following criteria: meet requirements identified in the CTE Endorsements and Testing Manual on the WVDE website; and meet professional learning/coursework as identified in the CTE Endorsements and Testing Manual on the WVDE website; and receive the recommendation of the county superintendent, Multi-County CTE Administrator, or WVSDT Superintendent or designee.

24.5.a. Permanent Advanced Credential for ORACLE. The permanent advanced credential for ORACLE is awarded upon completion of WVDE-approved professional learning and/or coursework. The applicant for licensure must provide evidence of completing the following criteria: hold a CTE Certificate or a Professional Teaching Certificate; and complete professional learning and/or WVDE-approved coursework related to CTE; and receive the recommendation of the county superintendent.

24.5.b. Permanent Advanced Credential for Certified Internet Webmaster. The permanent advanced credential for Certified Internet Webmaster is awarded upon completion of WVDE-approved professional learning and/or coursework. The applicant for licensure must provide evidence of completing the following criteria: hold a CTE Certificate or a Professional Teaching Certificate; and complete professional learning and/or WVDE-approved coursework related to CTE; and receive the recommendation of the county superintendent.

24.5.c. Advanced Credential for Initial Option Pathway. The Option Pathway teacher delivers instruction to those students enrolled in the Option Pathway program to prepare them for the high school equivalency assessment. The Option Pathway Advanced Credential is issued for a period equal to the validity period of the applicant's current professional teaching certificate, not to exceed five years and shall expire on June 30 in the year it is set to expire. The applicant must provide evidence of completing

the following criteria: hold a valid Professional Teaching Certificate in any endorsement, grades K-12; and submission of commitment verifying the applicant's agreement to complete the required Option Pathway orientation professional learning approved by the WVDE Option Pathway Coordinator; and receive the recommendation of the county superintendent in which the applicant is employed.

24.5.c.1. Renewal of the Advanced Credential for Option Pathway. The Advanced Credential endorsed for Option Pathway shall be renewed upon submission of the following evidence: hold a valid Professional Teaching Certificate in any endorsement, grades K-12; and unduplicated professional learning offered or approved by the WVDE Option Pathway Coordinator equal to six hours annually.

24.5.c.2. All Option Pathway teachers, who are new to the Option Pathway program, are required during the first year to take the Option Pathway New Teacher Orientation. These hours will be counted toward the first year professional learning requirement. For subsequent renewal(s), completion of at least 18 clock hours (for a three year certificate) or 30 clock hours (for a five year/permanent certificate); and receive the recommendation of the county superintendent in which the applicant is employed.

24.5.d. Permanent Advanced Credential for Pet Grooming. The permanent advanced credential for Pet Grooming is awarded upon successful completion of the required WVDE-approved coursework. The applicant for licensure must provide evidence of completing the following criteria: hold a valid West Virginia Professional Certificate with an endorsement in Agriculture Education or Vocational Agriculture; and the permanent advanced credential is awarded upon successful completion of the required WVDE-approved coursework; and receive the recommendation of the employing county superintendent.

24.6. Other Advanced Credentials: K-5 Master Math Teacher delivers math instruction to students in grades K-5. The advanced credential is issued upon completion of professional development offered/approved by WVDE. The Advanced Credential endorsed for K-5 Master Math Teacher is valid for three years and shall expire on June 30 in the year it is set to expire. The applicant for licensure must provide the following evidence of satisfying the following criteria: hold a valid West Virginia teaching certificate endorsed in Elementary Education K-6 or Multi-Subjects K-8 and currently teaching any grade(s) from K-5; and complete at least six professional development modules related to K-5 mathematics offered or approved by WVDE; and receive the recommendation of the county superintendent in which the applicant is employed.

24.6.a. Renewal of the K-5 Master Math Teacher. The Advanced Credential endorsed for the K-5 Master Math Teacher may be renewed upon submission of the following evidence: hold a valid West Virginia Elementary Education K-6 or Multi-Subjects K-8 certificate and currently teaching any grade(s) from K-5; and complete at least two professional development modules related to K-5 mathematics offered or approved by WVDE; and receive the recommendation of the county superintendent in which the applicant is employed.

#### **§126-136-25. Charter School Teaching Certification.**

25.1. Individuals that do not otherwise hold a valid teaching certification issued pursuant to this policy shall obtain a charter school teaching certificate issued pursuant to this section prior to providing instruction at a public charter school.

25.2. A charter school teaching certificate may be issued to an applicant satisfying the following

requirements:

25.2.a. is a citizen of the United States, or otherwise holds a valid credential to be employed in the United States;

25.2.b. is of good moral character;

25.2.c. is physically, mentally, and emotionally qualified to perform the duties of a teacher;

25.2.d. has attained the age of 18 years on or before October 1 of the year in which the certificate is issued;

25.2.e. submits to a Federal Bureau of Investigation (FBI) Fingerprint Background Check. All applicants for a charter school teaching certificate whose applications are received by the WVDE shall be fingerprinted by the West Virginia State Police or its designee. The fingerprints shall be analyzed by the State Police for a state criminal history record check through the central abuse registry record and then forwarded to the FBI for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for cause; and

25.2.f. has provided verification from the employing charter school that the applicant:

25.2.f.1. meets the charter school's requirements for employment; and

25.2.f.2. has demonstrated relevant academic or occupational qualification or experience that reasonably indicates the applicant will be competent to fill the positions in which they will be employed.

**§126-136-26. Severability.**

26.1. If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.



**Appendix A****Programmatic Levels and Specializations Recognized on the Professional License<sup>6</sup>****Recognized Programmatic Levels**

Preschool Education	Pre-k-Pre-k
Preschool to Adult	Pre-k-Adult
Kindergarten to Grade 12	Grades K-12
Early Education	Pre-k-K
Early Childhood	Grades K-4
Elementary Education	Grades K-6
Middle Childhood	Grades 5-9
Adolescent	Grades 9-Adult
Adult	Adult
**Select Authorizations	K-5, 5-10

**Grade Level Options for General Education Specializations**

Agriculture	5-Adult
Algebra II	5-Adult
American Sign Language	Pre-k-Adult, 5-Adult
Any Modern Foreign Language	Pre-k-Adult, 5-Adult
Art	Pre-k-Adult, 5-Adult, 5-9
Biology	9-Adult
Business Education	5-Adult, 9-Adult
Business Education/Marketing	5-Adult, 9-Adult
Chemistry	9-Adult
Chemistry/Physics	9-Adult
Chinese	Pre-k-Adult, 5-Adult
Computer Science Education	Pre-k-Adult
Dance	Pre-k-Adult, 5-Adult
Driver Education	9-Adult
Earth & Space Science	5-Adult
Early Childhood Education	K-4
Early Education	Pre-k-K
Elementary Education	K-6
Elementary Mathematics Education	K-6
Elementary Mathematics Specialization	K-6
Elementary Mathematics Specialist <sup>2</sup>	K-6
English	5-Adult, 5-9
English as a Second Language	Pre-k-Adult
Family & Consumer Science	5-Adult
French	Pre-k-Adult, 5-Adult
Algebra I	5-Adult
General Mathematics through Algebra I	5-9
General Science	5-Adult, 5-9
Geometry	5-Adult
German	Pre-k-Adult, 5-Adult

Health	Pre-k-Adult, 5-Adult
Instructional Technology	Pre-k-Adult
Japanese	Pre-k-Adult, 5 Adult
Journalism	5-Adult, 9-Adult
Latin	5-Adult, Pre-k-Adult
Marketing	9-Adult
Mathematics (Comprehensive)	5-Adult
Music	Pre-k-Adult
Oral Communications	5-Adult, 9-Adult
Physical Education	Pre-k-Adult, 5-Adult, 5-9
Physics	9-Adult
Preschool Education	Pre-k-Pre-k
Reading Education	Pre-k-K, K-6, 5-Adult
Reading Specialist <sup>1,2,3</sup>	Pre-k-Adult
Russian	Pre-k-Adult, 5-Adult
School-Library Media	Pre-k-Adult
Social Studies	5-Adult, 5-9
Spanish	Pre-k-Adult, 5-Adult
Technology Education	5-Adult
Theatre	Pre-k-Adult, 5-Adult
Wellness (Health-Physical Education Combined Major)	Pre-k-Adult
<b>Grade Level Options for Special Education Specializations</b>	
Autism <sup>4</sup>	Pre-k-Pre-k, K-6, 5-Adult
Emotional/Behavior Disorders	K-6, 5-Adult
Gifted	1-12
Deaf and Hard of Hearing	Pre-k-Adult
Mentally Impaired (Mild/Moderate)	K-6, 5-Adult
Multi-Categorical (E/BD, MI, SLD, excluding Autism)	K-6, 5-Adult
Preschool Special Needs	Pre-k-K
Severe Disabilities	K-Adult
Specific Learning Disabilities	K-6, 5-Adult
Visual Impairment	Pre-k-Adult
<b>Grade Level Options for Student Support Specializations</b>	
Counselor <sup>2</sup>	Pre-k-Adult
School Nurse	Pre-k-Adult
School Psychologist <sup>2</sup>	Pre-k-Adult
Social Services and Attendance	Pre-k-Adult
Speech Language Pathologist <sup>2</sup>	Pre-k-Adult
<b>Grade Level Options for Administrative Specializations</b>	
General Supervisor <sup>2</sup>	Pre-k-Adult
Principal <sup>2</sup>	Pre-k-Adult
Superintendent <sup>2</sup>	Pre-k-Adult

The WVDE shall issue certificates for discontinued specializations only to those students enrolled in an approved program at the time the program was discontinued.

Grade Level Options for Classroom Assistant Teachers

Early Childhood Classroom Assistant Teacher (ECCAT) Authorization	Pre-k-K
<u>Special Education Assistant Teacher (Aide V)</u>	<u>Pre-k-K</u>
<u>Behavioral Support Assistant Teacher (Aide VI)</u>	<u>Pre-k-K</u>

Grade Level Options for Career Technical Specializations

All Specializations	5-Adult, AD-AD
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Grade Level Options for Paraprofessionals

Paraprofessionals <sup>5</sup>	1-Adult
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Grade Level Modification Eligible Areas

Superintendent	Physical Education
Principal	Reading Specialist
Supervisor of General Instruction	School Library/Media
Content Endorsement (5-12, 7-12, 5-8)	Social Studies - U.S. History
Content Endorsement for CTE (9-Adult)	Special Education Endorsement(s)
Art	Counselor
Elementary	Speech Language Pathologist
English as a Second Language	School Nurse
Gifted	Speech Therapy
Health	School Psychologist
Music	School Service/Attendance

<sup>1</sup>Graduate Level Certification Program Required

<sup>2</sup>MA Required

<sup>3</sup>Reading Specialist requires a completion of an MA in Reading Specialist or an MA and a Graduate Certification Program in Reading Specialist reflective on official seal bearing transcripts.

<sup>4</sup>Autism. An individual may not add the Autism Endorsement from solely taking the content area test for Autism. See section 19.3 for requirements to add Autism to a certificate.

<sup>5</sup>Associate Degree Required

<sup>6</sup> Endorsements eligible to be added to an Alternative Teaching Certificate or to a certificate equivalent to a professional license may be found in the West Virginia Licensure Testing Directory on the WVDE website.

**Appendix B****Endorsements Eligible for the Permanent Authorization of Grade Levels****General Education Specializations**

The following teachers assigned to serve students identified in the left column may be assigned to provide services to students identified in the right column provided they secure the appropriate authorization.

Art K-12 or 1-12	Pre-k-Adult
Art 1-9	Pre-k-9
Gifted 1-12, 1-6 or 5-12	1-12
Health 1-12 or K-12	Pre-k-Adult
Music K-12 or 1-12	Pre-k-Adult
Music 1-9	Pre-k-9
Physical Education K-12 or 1-12	Pre-k-Adult
Physical Education 1-9	Pre-k-9
Reading Specialist K-12 or 1-12	Pre-k-Adult
Reading Specialist 1-9	Pre-k-9
Hearing Impaired K-12	Pre-k-Adult
School Library/Media K-12	Pre-k-Adult
Severe Disabilities K-12 or K-AD	Pre-k-Adult
Visually Impaired K-12 or K-AD	Pre-k-Adult

**Student Support Specializations**

The following school support service personnel assigned to provide services to students identified in the left column may be assigned to provide services to students listed in the right column provided they secure the appropriate authorization.

Counselors K-8	Pre-k-8
Counselors K-9	Pre-k-9
Counselors K-12	Pre-k-Adult
Counselors 1-9	Pre-k-9
Counselors 7-12 or 5-12	7-Adult or 5-Adult
Speech and Hearing Therapy K-12 or 1-12	Pre-k-Adult
Speech and Hearing Therapy 1-9	Pre-k-9
Educational Audiologist K-12	Pre-k-Adult
Speech Language Pathologist K-12	Pre-k-Adult
School Nurse K-12	Pre-k-Adult
Speech Therapy 1-12	Pre-k-Adult
School Psychologist K-12 or 1-12	Pre-k-Adult

**Administrative Specializations**

The following school administrators and supervisors assigned to serve students identified in the left column may be assigned to provide services to students listed in the right column provided they secure the appropriate authorization.

Superintendents K-12 or 1-12	Pre-k-Adult
Principals K-8 or 1-8	Pre-k-8
Principals K-9 or 1-9	Pre-k-9
Principals 7-12 or 5-12	7-Adult or 5-Adult
Supervisors General Instruction K-12	Pre-k-Adult

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**W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of  
Professional/Paraprofessional Personnel and Advanced Salary Classifications  
Comment Response Form**

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**Comment Period Ends:** September 15, 2021

**NOTICE:** *Comments, as submitted, shall be filed with the West Virginia Secretary of State's Office and open for public inspection and copying for a period of not less than five years.*

The following form is provided to assist those who choose to comment on **Policy 5202: Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Please check the box below that best describes your role.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Superintendent             | <input type="checkbox"/> Higher Educator   | <input type="checkbox"/> Parent/Family    |
| <input type="checkbox"/> Principal                  | <input type="checkbox"/> Teacher           | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Service Personnel | <input type="checkbox"/> Other            |

COMMENTS/SUGGESTIONS
§126-136-1. General.
§126-136-4. Definitions.
§126-136-5. Categories of Licenses.
§126-136-7. Responsibilities for Licensure.
§126-136-9. General Requirements and Dates Certain for Licensure.
§126-136-10. Licenses for Professional Educators.
§126-136-11. Permits Issued to Professional Educators.
§126-136-12. Early Childhood Classroom Assistant Teacher (ECCAT) Authorization, Paraprofessional Certification, and Aide V/VI Assistant Teacher.

**W. Va. 126CSR136, Policy 5202, Minimum Requirements for the Licensure of  
Professional/Paraprofessional Personnel and Advanced Salary Classifications  
Comment Response Form**

<b>§126-136-15. Alternative Routes to Certification.</b>
<b>§126-136-16. Out-of-State Applicants.</b>
<b>§126-136-17. Non-United States Citizen.</b>
<b>§126-136-18. Appropriate Assignments According to Licensure.</b>
<b>§126-136-19. Special Education.</b>
<b>§126-136-21. Additional Endorsement(s) for Existing Licensure.</b>
<b>§126-136-22. Salary Classifications for Educators.</b>
<b>§126-136-23. Fee Reimbursements and Salary Supplements.</b>
<b>§126-136-24. Advanced Credentials.</b>

Please direct all comments to:

Brad A. Fittro, M.A., Coordinator  
Certification Services  
West Virginia Department of Education  
Capitol Building 6, Suite 550  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [bfittro@k12.wv.us](mailto:bfittro@k12.wv.us)  
Fax No.: 304.558-7843